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ABSTRACT

The 1974-75 University of Maryland faculty handbook provides information on the university and its structure including programs of study, research facilities, campus governance, and undergraduate and graduate academic structure. Faculty policies and procedures are detailed including appointments, promotions, salaries, leave policy, benefits, and research policy. A listing of facilities and services available to the faculty is also provided. (JMF)

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74-75 Faculty Handbook

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University of Maryland, College Park, Maryland

HE 007142

Old Main Entrance (circa 1920)

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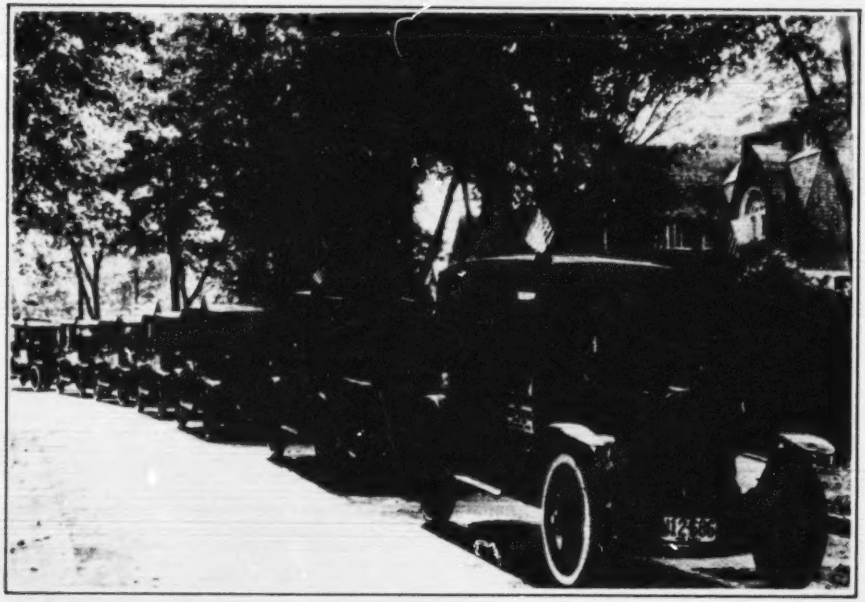

COLLEGE PARK CAMPUS ADMINISTRATION

Chancellor
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Vice Chancellor for Academic Affairs
GEORGE H. CALLCOTT

Vice Chancellor for Academic Planning and Policy
THOMAS B. DAY

Vice Chancellor for Administrative Affairs
JOHN W. DORSEY

Acting Vice Chancellor for Student Affairs
WILLIAM L. THOMAS, Jr. (Acting)

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DONALD W. O'CONNELL

Vice President for Academic Affairs
R. LEE HORNBAKE

Vice President for Graduate Studies and Research
MICHAEL J. PELCZAR, JR.

Vice President for Agricultural Affairs and Legislative Relations
FRANK L. BENTZ, JR.

Aerial view of Campus, circa 1929

CALENDAR 1974-75

1974 SPRING SEMESTER

January 7-8/Monday-Tuesday/Registration (Late Reg.: Jan. 14-22)
January 9/Wednesday/Classes Begin
March 8/Friday, after last class/Spring Recess begins
March 18/Monday-8:00 a.m./End of Spring Recess
May 1/Wednesday/Last Day of Classes
May 2 and 5/Thursday and Sunday/Exam Study Days
May 3-10/Friday-Friday/Spring Semester Examination Period
May 12/Sunday-2:00 p.m./Commencement

1974 SUMMER SESSIONS

FIRST SUMMER SESSION, 1974:
May 20,21/Monday, Tuesday/Registration
May 22/Wednesday/Classes Begin
May 27/Monday/Memorial Day Holiday
June 28/Friday/Last Day of Classes

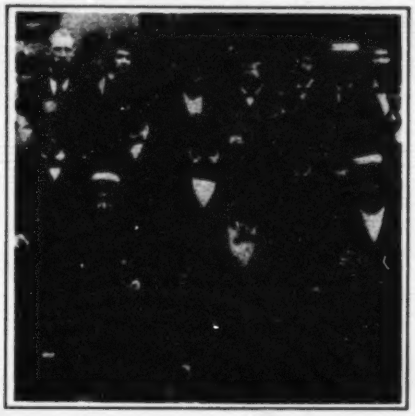
SECOND SUMMER SESSION, 1974:
July 1,2/Monday, Tuesday/Registration
July 3/Wednesday/Classes Begin
July 4/Thursday/Independence Day Holiday
August 9/Friday/Last Day of Classes

1974-1975 ACADEMIC YEAR

FALL SEMESTER, 1974:
August 26-27/Monday-Tuesday/Registration (Late Reg.: Sept. 3-11)
August 28/Wednesday/Classes Begin
September 2/Monday/Labor Day Holiday
November 28-29/Thursday-Friday/Thanksgiving Recess
December 11/Wednesday/Last Day of Classes
December 12 and 15/Thursday and Sunday/Exam Study Days
December 13-20/Friday-Friday/Fall Semester Examination Period
December 20/Friday, 2:00 p.m./Commencement

SPRING SEMESTER, 1975:
January 13-14/Monday-Tuesday/Registration (Late Reg.: Jan. 20-28)
January 15/Wednesday/Classes Begin
March 24-28/Monday-Friday/Spring Recess
April 30/Wednesday/Last Day of Classes
May 1/Thursday/Exam Study Day
May 2-9/Friday-Friday/Spring Semester Examination Period
May 11/Sunday, 2:00 p.m./Commencement

The University and Its Structure

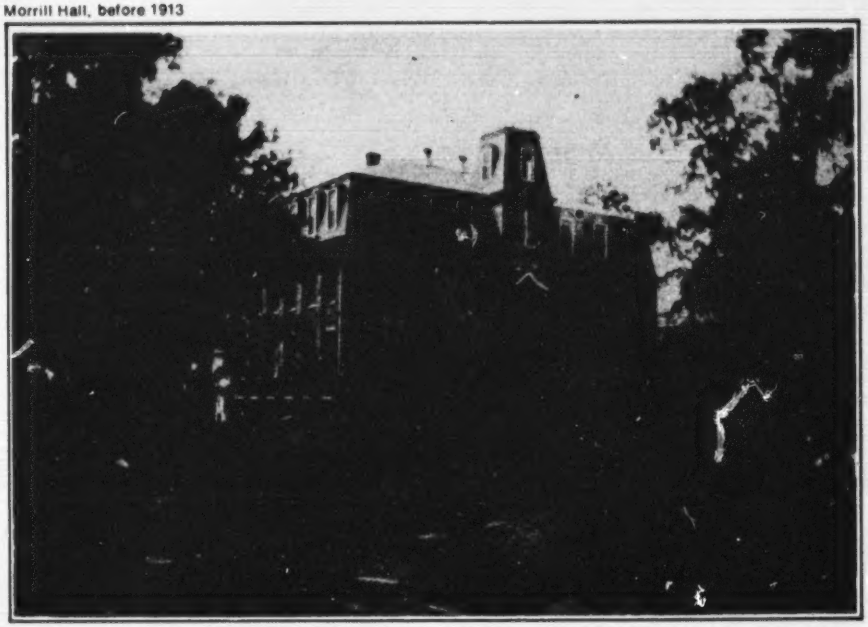


THE COLLEGE PARK CAMPUS

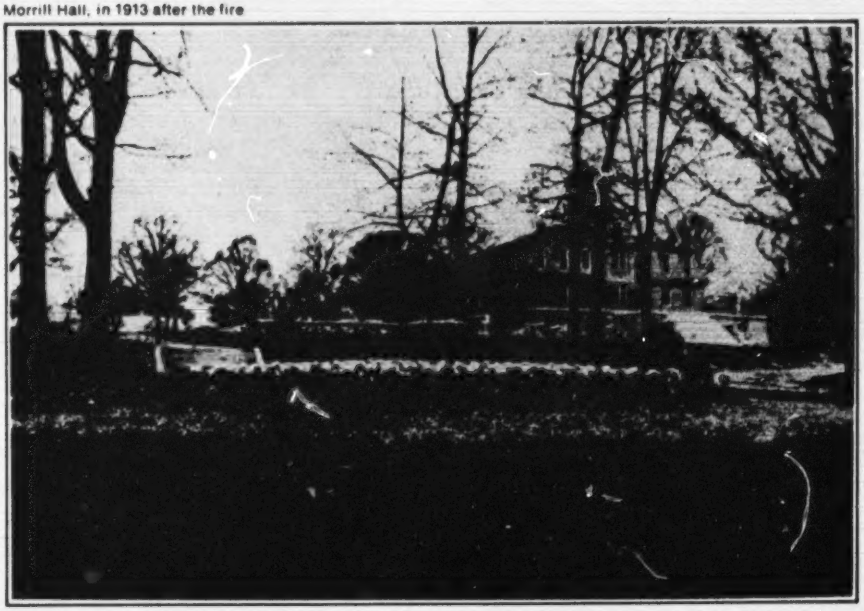
The College Park Campus aspires to be one of the major educational centers of the nation. Its functions include the collection and preservation of knowledge, the generation of new insights, artistic creativity, and new processes, their communication to the citizens of the nation, and their application in making life more interesting, enjoyable and productive. Its goal is to help develop the potential of each individual to the highest degree possible, to aid each person in developing an ability to deal with the circumstances of twentieth-century life and enjoying his participation with a greater sense of satisfaction, and to contribute to the common good. The University does this partly by providing the framework in which the person has not only access to facts but the chance to engage freely in systematic investigation. Free inquiry and experimentation have always resulted in personal enrichment, and in the development of new expression, which has been and will continually be the source of spiritual, cultural, social, and technological advances for the benefit of all societies and nations.

An apt description of our Campus must include provision for the process of personal, social and civic development open to students and faculty, the opportunities for cultural development and for the community members to relate on an informal level, the programs and connections with State and national agencies, and the relationship and place of the College Park Campus in the community of knowledge across the country. These factors cannot be adequately evaluated or circumscribed, and yet they are as important or even more prominent than formal proceedings. Significantly, then, it is the nature and the variety of the persons who make up our Campus that are its principal resources.

Morrill Hall, before 1913



Morrill Hall, in 1913 after the fire



THE UNIVERSITY SYSTEM

The College Park Campus is one of the campuses of a State-wide University system and is supported mainly by public funds. State appropriations account for about 40 percent of the total operating budget.

From the point of view of statistics, College Park is one of the largest university campuses in the country, comprising a community of about 33,000 students. The pastoral setting of the Campus, its Georgian buildings spread in rolling countryside, belie its activity, and the fact that, since it has a budget of over $115,000,000 a year, it is one of the largest organizations in the State.

The historic foundations of the University date back 164 years. The present University dates from the 1920 Act of the Maryland State Legislature which brought together the Maryland State College (founded in 1856) and the University of Maryland professional schools (founded as the College of Medicine of Maryland in 1807 and named the University of Maryland in 1812, following enlargement of its curriculum). Since then, three other branches have been added: Baltimore County at Catonsville; University of Maryland, Eastern Shore; and University College.

The total enrollment for the University includes over 33,000 students in its on-Campus daytime programs. In addition, some 50,000 are annually enrolled world-wide in the fiscally self-sustaining programs of University College, which maintains centers for adult education throughout the State and in foreign countries.

The professional staff, which includes persons engaged in instruction, research, public service, and academic support, numbered about 5,000 during 1972-73. In the number of doctorates granted annually, the University ranks among the top 30 institutions in the nation.

GEOGRAPHICAL LOCATION

College Park is a suburb of Washington, D.C. The Campus is nine miles from the Nation's capital and 30 miles from the State capital of Annapolis, a colonial town retaining much of its pre-Revolutionary charm. The city of Baltimore, a major industrial center and international seaport, is 32 miles north of the Campus, while the new city of Columbia, combining the values of both urban and rural life, is midway between the Washington and Baltimore beltways. College Park is 54 miles from the Blue Ridge Mountains, 30 miles from the Chesapeake Bay and 120 miles from the Atlantic Ocean.

Among the many campuses located within 50 miles of College Park are those of the U.S. Naval Academy; George Washington University; Georgetown University; The American University; The Catholic University of America; Howard University; Federal City College in D.C.; University of Baltimore; Maryland Institute, College of Art; Bowie State College; Columbia Union College; Gallaudet College; College of Notre Dame; Trinity College; Peabody Conservatory of Music; The Johns Hopkins University; Morgan State College; Coppin State College; Towson State College; Goucher College; Washington College; Hood College; George Mason College; and a number of junior and community colleges.

Farm house near site of University Methodist Church

PROGRAMS OF STUDY

The programs offered on the College Park Campus are distinguished not simply because of their variety, as shown specifically later in this book, but also because of their organization. The Campus has a flexible structure responsive to the student's needs. The divisions, the relationship of the schools, colleges, departments, programs, and institutes are complemented by flexible policies for completing a degree. The comprehensiveness of the plan and its responsiveness to students are its chief characteristics.

Present Chapel site, circa 1914

CAMPUS RESEARCH FACILITIES

Among the exceptional research facilities on Campus are: a 140 MeV cyclotron; a nuclear reactor; scanning electron microscopes; subsonic, supersonic and hypersonic wind tunnels; an electron ring accelerator; a precision encoder and pattern recognition device; a gravitational radiation detection system including a gravimeter on the moon; a quiescent plasma device (Q machine); a psychopharmacology laboratory; three retroreflector arrays on the moon; rotating tanks for laboratory studies of meteorological phenomena; Van de Graaff accelerators; a laboratory for basic behavioral research; an assortment of computers; the Astronomy Observatory, Center of Materials Research, Institute for Fluid Dynamics and Applied Mathematics, Institute for Molecular Physics, and the Water Resources Research Center.

The College Park Campus also owns and operates one of the largest and most sophisticated long-wavelength radio telescopes (located in Clark Lake, Calif.) and a cosmic ray laboratory (located in New Mexico).

In addition to these research opportunities in the biological, mathematical and physical sciences, research programs in the behavioral sciences, social sciences and education exist in many bureaus and institutes including: the Bureau of Business and Economic Research, Bureau of Educational Research and Field Services, Bureau of Governmental Research, Institute for Child Study, Institute for Criminal Justice and Criminology and the Institute for Urban Studies.

MEMBERSHIP IN CONSORTIA

The University holds membership in the following consortia:

Universities Research Association, an organization of 46 leading universities throughout the United States to provide a national basis for operating the 200 BEV accelerator at Weston, Illinois. The University of Maryland was a charter member of this group.

Center for Research in College Instruction of Science and Mathematics, organized by a group of scientists from the major universities in the southeastern part of the United States, CRICISAM now numbers seven supporting institutions, including the University of Maryland. Completed projects include conferences on the teaching of college chemistry and on remedial mathematics for students in evening colleges. Projects on the development of a computer-related calculus sequence, the investigation of computer-based science testing, and the development of a computer-supported college-level physics course are also in progress.

Consortium Assisting Mindanao State University comprises seven institutions that provide counsel and guidance to Mindanao State University in the Philippines. The program stresses support in the areas of chemistry, physics, biology, and mathematics.

Oak Ridge Associated Universities, a nonprofit educational and research corporation formed (1946) by 41 southern colleges and universities. ORAU provides opportunities for member institutions collectively to participate in many fields of education and research in the natural sciences as they relate to nuclear energy.

Southern Regional Education Board, SREB, an organization of 16 states to advance higher education and improve the economy of the region, encourages cooperative arrangements among institutions to share high cost educational programs. One example of such cooperation is the arrangement whereby Maryland residents receive veterinary medical training in other states, while the University's School of Dentistry accepts contract students from certain states where schools of dentistry are not available.

Walter Reed Army Institute of Nursing. The WRAIN plan offers students interested in nursing an opportunity to earn a Bachelor of Science in Nursing with the major portion of their educational expenses paid by the Department of the Army. The University of Maryland School of Nursing accepts WRAIN enlistees as juniors to complete their training for the degree and service in the Army Nurse Corps.

May Day, 1922

Interuniversity Communications Council, EDUCOM, an organization with 88 member institutions which comprise over 200 campuses involving about two-thirds of the student populations of the United States and Canada. EDUCOM's primary function is to facilitate the extra-organizational communication of the University. It hopes to take advantage of the newly developing information sciences and communication sciences in the dissemination and use of information.

Smithsonian Institution. The University Art Department maintains a cooperative program with the Smithsonian Institution in Museum Curatorship. The American Studies Program has developed a cooperative program with the Smithsonian in the areas of American cultural hisory. The Department of History has developed a cooperative program with the Smithsonian in the history of American science and technology.

Universities Space Research Association. This organization was initiated by representatives of 45 universities under guidance of the National Academy of Sciences to establish the Lunar Science Institute near the Manned Spacecraft Center in Houston.

Chesapeake Bay Center for Field Biology Research. This collaborative center for biological research is under the joint direction of the Smithsonian Institution, The Johns Hopkins University and the University of Maryland.

Advanced Materials Research. A cooperative program for advanced materials research has been started between the University and the National Bureau of Standards. There is a similar agreement with the Naval Research Laboratory.

Joint Program for Plasma Physics. This program was established in 1966 between the Naval Research Laboratory and the University's Department of Physics and Astronomy. It undertakes such studies as radiation from energetic plasmas, stability of plasmas in magnetic and electric fields, interaction of electron beams and radiation with matter.

University Corporation for Atmospheric Research. A nonprofit corporation that operates laboratories and facilities research in atmospheric problems and related fields.

The Inter-university Consortium for Political Research located at Ann Arbor, Michigan, promotes the conduct of research on the political process. Member institutions contribute to and receive data from the Consortium and are eligible to enroll both faculty members and students in special summer training programs. The University archive of Consortium data is located in the Tape Library of the Computer Science Center. For information about data available, interested persons should contact the Department of Government and Politics.

Other cooperative projects include the Mid-Atlantic Research Library Information Network, the Maryland Library Network, the International Clearinghouse on Science and Mathematics Curricular Developments, the Chalcataya Laboratory for the Study of Cosmic Rays with the Universidad Mejor de San Andreas, and the Commonwealth Scientific and Industrial Research Organization.

REGENTS AND OFFICERS

The Board of Regents is responsible for formulating the policies under which the University operates. The 13 Regents are appointed by the Governor, by and with the advice and consent of the State Senate, to staggered five-year terms.

The President of the University serves as chief executive officer of the Board of Regents. He has overall responsibility for administering the affairs of the University and representing it to the State and general public. Four Vice Presidents report to the President.

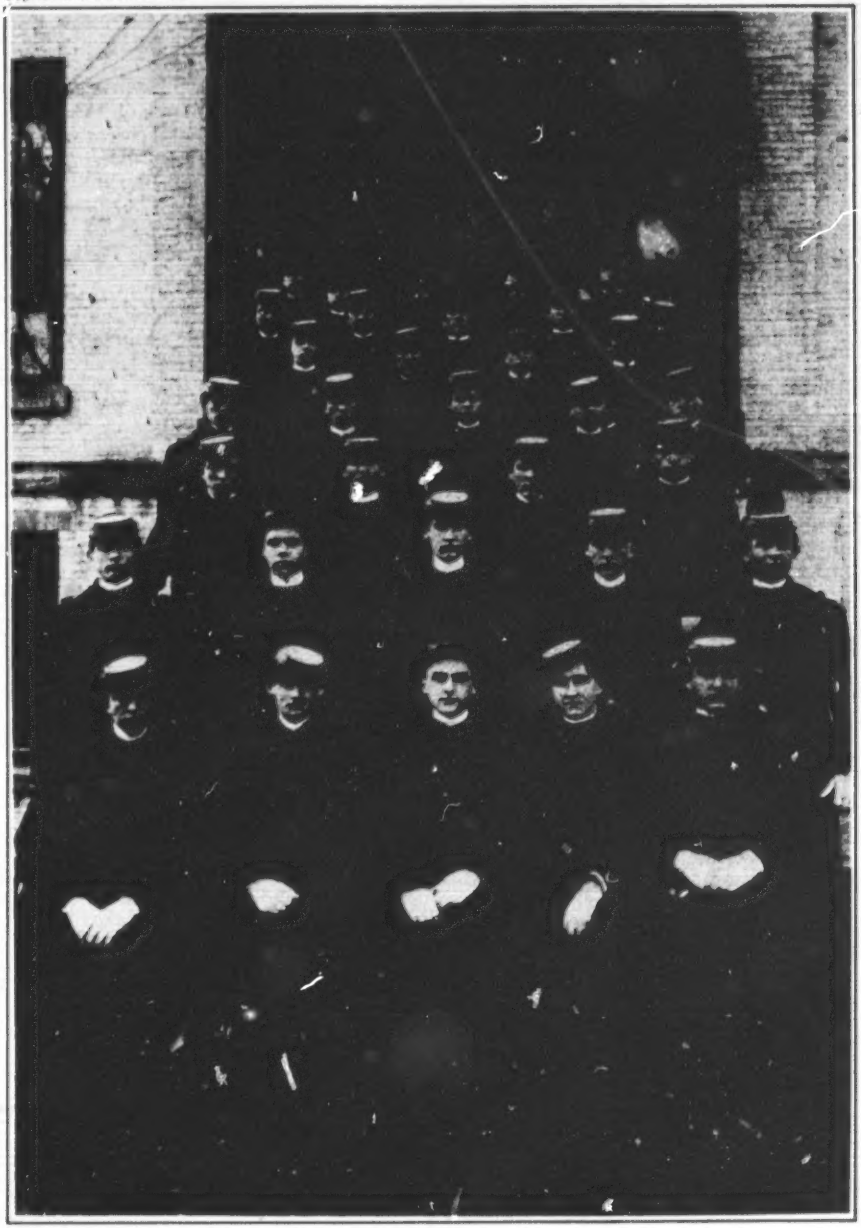
The Chancellor of the College Park Campus is responsible for administering the programs of the University at College Park. Reporting to him are Vice Chancellors for Academic Affairs, Academic Planning and Policy, Administrative Affairs, and Student Affairs.

ACCREDITATION

The University of Maryland is accredited by the Middle States Association of Colleges and Secondary Schools. In addition, the various professional schools and colleges and some departments are evaluated at intervals by their respective societies. Components of the University are now accredited by:

- American Association of Collegiate Schools of Business
- American Bar Association, Section of Legal Education and Admissions to the Bar
- American Chemical Society, Committee on Professional Training
- American Council on Education for Journalism
- American Council on Pharmaceutical Education
- American Dental Association, Council on Dental Education
- American Library Association, Committee on Accreditation
- American Psychological Association
- Association of American Universities
- Commission on Accreditation of the Council on Social Work Education
- Council on Medical Education of the American Medical Association
- Engineers' Council for Professional Development
- National Association of Schools of Music
- National Council for Accreditation of Teacher Education
- National League for Nursing

Sophomore class of 1906



COLLEGE PARK UNDERGRADUATE DEGREE PROGRAMS

DIVISION OF AGRICULTURAL AND LIFE SCIENCES

Agricultural and Resource Economics (Agribusiness, International Economics)	B.S.
Agricultural and Extension Education	B.S.
Agricultural Engineering	B.S.
Agronomy (Crops, Soils)	B.S.
Animal Science (Large, Small, Dairy, Poultry)	B.S.
Biochemistry	B.S.
Botany	B.S.
Chemistry	B.S.
Conservation and Resource Development	B.S.
Entomology	B.S.
Food Science	B.S.
General Agriculture	B.S.
General Biological Sciences	B.S.
Geology	B.S.
Horticulture (Pomology, Olericulture Education, Floriculture, Ornamental)	B.S.
Microbiology	B.S.
Zoology	B.S.

DIVISION OF ARTS AND HUMANITIES

American Studies	B.A.
Architecture	B. Arch.
Art (General, Studio, History)	B.A.
Comparative Literature	B.A.
Dance	B.A.
English	B.A.
French	B.A.
German	B.A.
History	B.A.
Journalism	B.S.
Latin	B.A.
Music (Theory, Composition, Applied, History)	B.Mus., B.A.
Philosophy	B.A.
Russian	B.A.
Russian Area Studies	B.A.
Spanish	B.A.
Speech (Dramatic Arts, Radio-TV)	B.A.

DIVISION OF BEHAVIORAL AND SOCIAL SCIENCES

Anthropology	B.A.
Business Administration (Accounting, Finance, Marketing, Personnel and Industrial Relations, Production Management, Management Science and Statistics, Transportation)	B.S.
Economics	B.A., B.S.
Geography (Cartography, Cultural, Urban)	B.A., B.S.
Government and Politics (International Affairs, Public Administration)	B.A., B.S.
Information Systems Management	B.S.
Law Enforcement	B.A.
Psychology	B.A., B.S.
Sociology	B.A.
Speech and Hearing Sciences	B.S.

DIVISION OF HUMAN AND COMMUNITY RESOURCES

Education, General	B.A., B.S.
Early Childhood and Elementary Education	B.A., B.S.
Education for Industry	B.S.
Family and Community Development (Community Studies, Family Studies, Management and Consumer Studies)	B.S.
Food, Nutrition and Institutional Administration (Dietetics, Experimental Foods)	B.S.
Health Education	B.S.
Home Economics Education	B.S.
Housing and Applied Design (Advertising Design, Crafts, Interior Design)	B.S.
Library Science Education	B.A.
Physical Education	B.S.
Recreation	B.S.
Secondary Education	B.A., B.S.
Special Education	B.S.
Textiles and Consumer Economics	B.S.
Vocational-Industrial Education	B.S.

DIVISION OF MATHEMATICAL AND PHYSICAL SCIENCES AND ENGINEERING

Aerospace Engineering	B.S.
Astronomy	B.S.
Chemical Engineering	B.S.
Civil Engineering	B.S.
Electrical Engineering	B.S.
Fire Protection	B.S.
Physical Sciences	B.S.
Mathematics	B.S.
Mechanical Engineering	B.S.
Physics	B.S.
Undesignated Engineering	B.S.

GRADUATE PROGRAMS AT COLLEGE PARK

Administration, Supervision and Curriculum	M.Ed., M.A., A.G.S., Ed.D., Ph.D.
Aerospace Engineering	M.S., Ph.D.
Agricultural Engineering	M.S., Ph.D.
Agricultural and Extension Education	M.S., A.G.S., Ph.D.
Agricultural and Resource Economics	M.S., Ph.D.
Agronomy	M.S., Ph.D.
American Studies	M.A., Ph.D.
Animal Science	M.S., Ph.D.
Applied Mathematics	M.A., Ph.D.
Art	M.A., Ph.D.
Astronomy	M.S., Ph.D.
Botany	M.S., Ph.D.
Business Administration	M.B.A., D.B.A.
Chemical Engineering	M.S., Ph.D.
Chemistry	M.S., Ph.D.
Civil Engineering	M.S., Ph.D.
Comparative Literature	M.A., Ph.D.
Computer Science	M.S., Ph.D.
Counseling and Personnel Services	M.Ed., M.A., A.G.S., Ed.D., Ph.D.
Criminal Justice and Criminology	M.A.
Dairy Science	M.S., Ph.D.
Early Childhood-Elementary Education	M.Ed., M.A., A.G.S., Ed.D., Ph.D.
Economics	M.A., Ph.D.
Electrical Engineering	M.S., Ph.D.
Engineering Materials	M.S., Ph.D.
English Language and Literature	M.A., Ph.D.
Entomology	M.S., Ph.D.
Food, Nutrition and Institutional Administration	M.S.
Food Science	M.S., Ph.D.
Foundations of Education	M.Ed., M.A., A.G.S., Ed.D., Ph.D.
French and Italian Languages and Literatures	M.A., Ph.D.
Geography	M.A., Ph.D.
Germanic and Slavic Languages and Literatures	M.A., Ph.D.
Government and Politics	M.A., Ph.D.
Hearing and Speech Sciences	M.A., Ph.D.
History	M.A., Ph.D.
Horticulture	M.S., Ph.D.
Human Development Education	M.Ed., M.A., A.G.S., Ed.D., Ph.D.
Human Ecology	M.S.
Industrial Education	M.Ed., M.A., A.G.S., Ed.D., Ph.D.
Journalism	M.A.
Library and Information Services	M.L.S., Ph.D.
Mathematics	M.A., Ph.D.
Measurement and Statistics	M.Ed., M.A., A.G.S., Ed.D., Ph.D.
Mechanical Engineering	M.S., Ph.D.

GRADUATE PROGRAMS AT COLLEGE PARK

Meteorology	M.S., Ph.D.
Microbiology	M.S., Ph.D.
Music	M.M., D.M.A., Ph.D.
Nuclear Engineering	M.S., Ph.D.
Nutritional Sciences	M.S., Ph.D.
Philosophy	M.A., Ph.D.
Physical Education	M.A., Ed.D., Ph.D.
Physics	M.S., Ph.D.
Poultry Science	M.S., Ph.D.
Psychology	M.A., M.S., Ph.D.
Recreation	M.A., Ed.D., Ph.D.
Secondary Education	M.Ed., M.A., A.G.S., Ed.D., Ph.D.
Sociology	M.A., Ph.D.
Spanish and Portuguese Languages and Literatures	M.A., Ph.D.
Special Education	M.Ed., M.A., A.G.S., Ed.D., Ph.D.
Speech and Dramatic Art	M.A.
Textiles and Consumer Economics	M.S.
Zoology	M.S., Ph.D.

Bromo Seltzer originators, circa 1915

Calisthenics, 1890's gym class

FACULTY PARTICIPATION IN CAMPUS GOVERNANCE

The College Park Campus provides for departmental, collegiate and divisional participation in governance, and for a Campus-wide senate. The senate is one of the most broadly based in higher education with representation from all constituencies: administration, faculty, undergraduate and graduate students, and staff. Senate officers are elected from among its membership. Faculty representation is 65% of the senate membership. Additional faculty input is made possible through an elaborate series of senate committees which draw membership from the Campus community at large. The committees are structured into general and adjunct committees which cover every aspect of Campus life and function. The general or parent committees are the following: Educational Affairs, Student Affairs, Faculty Affairs, University Affairs, Staff Affairs, and Elections, Representation and Governance.

The faculty is also represented by a Faculty Assembly which elects its executive officers and executive board. While the Faculty Assembly is a supporting organization to the senate, it may function as a non-legislative voice of the faculty on matters of importance to the faculty.

In addition, the Campus community is in direct communication with the Chancellor through separate advisory councils for deans and division officers, faculty, graduate students, undergraduate students, and staff.

Copies of the Plan of Organization for the College Park Senate are available in the libraries on Campus and the Senate Office, (Ext. 4549).

GRADUATE FACULTY PLAN OF ORGANIZATION

The Graduate Faculty, now numbering over 1,200 members, is comprised of regular and associate members chosen in accordance with the Plan of Organization of the Graduate Faculty. The direction of individual programs and theses is primarily assigned to the regular members of the Graduate Faculty.

The Graduate Faculty Assembly consists of the regular and associate members of the Graduate Faculty and meets at least once each year. Special meetings may be called by the Dean for Graduate Studies if necessary. In accordance with the Graduate Faculty Plan of Organization, the Graduate Faculty Assembly carries out the educational policy of The Graduate School on the College Park Campus, may review actions taken by the Graduate Council, and serves as a referendum body on questions referred to it by the Graduate Council, consistent with the Senate Plan.

The Graduate Council consists of ex-officio, elected and appointed members of the Graduate Faculty and is charged with the formulation of the overall policies of the Graduate School on the College Park Campus. It meets regularly to consider all matters relating to graduate work brought to its attention by the University administration, members of the Graduate Faculty, graduate students, or the Dean for Graduate Studies. It may also be called for special meetings throughout the year if urgent business must be transacted.

Entomology class and chart, circa 1897

Circa 1930

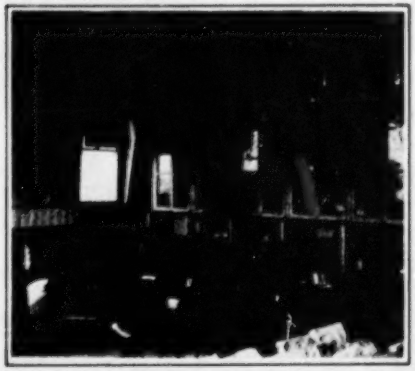
Faculty Policies and Procedures

SENATE COMMITTEE REPORT: APPOINTMENTS, PROMOTIONS, SALARIES

The Senate Committee on Appointments, Promotions and Salaries made a report to the Senate on March 5, 1957 on the subject of "Appointments and Promotions." The Senate approved the report. It was revised and approved again by the Board of Regents in November 1968. The conditions established by this report have constituted the University's operating policy which, in substance, is reproduced below. Reference copies of the full report are available upon request.

Student dormitory, 1890 s

Classroom, circa 1900



APPOINTMENT AND PROMOTION CRITERIA

Certain *minimum* qualifications are required for appointment or promotions to the several academic ranks.

The INSTRUCTOR should ordinarily hold the highest earned degree normally associated with this rank in the field of specialization, or have relatively comparable experience. Unless otherwise specified in writing, instructors are appointed for a term not to exceed the fiscal year during which the appointment becomes effective, and may be reappointed one or more times.

The ASSISTANT PROFESSOR, in addition to the qualifications required of an instructor, should ordinarily have demonstrated superior teaching ability in the departmental field and superior teaching or research ability in some subdivision of this field. In most fields the doctorate will be a normal requirement for appointment to an assistant professorship. Unless otherwise specified in writing, assistant professors receive three-year appointments and may be reappointed one or more times. One year prior to the end of each term of appointment, evidence shall be reviewed by the departmental chairman, director, dean, and/or other chief divisional academic officers, with the objective of recommending promotion, continuance at the same rank, or termination.

The ASSOCIATE PROFESSOR, in addition to having the qualifications required of an assistant professor, shall ordinarily have had extensive successful experience in teaching and research work and be competent to direct the work of major subdivisions of the department and to offer graduate instruction and direct graduate research therein. Since this rank leads to permanent tenure, academic competence shall have been demonstrated by outstanding teaching performance, scholarly production, or other distinguished professional achievement.

The PROFESSOR, in addition to having the qualifications of an associate professor, shall ordinarily have demonstrated a degree of proficiency in teaching and research sufficient to establish an excellent reputation among regional and national colleagues and should provide tangible evidence of sound scholarly production in research, publications, professional achievements or other distinguished and creative activity before appointment to this position of permanent tenure.

Qualifications for appointment to the ranks of RESEARCH ASSISTANT PROFESSOR, RESEARCH ASSOCIATE PROFESSOR, and RESEARCH PROFESSOR are the same as those set forth above for the corresponding ranks, except that the duties of research appointees lie in the research field, with limited teaching responsibilities. They should be scholars capable of conducting intensive research in a given area and should possess the highest academic attainment in the chosen field.

In addition to the foregoing academic ranks, the following positions normally require the qualifications indicated:

The GRADUATE ASSISTANT AND FELLOW should hold an appropriate baccalaureate degree from an accredited institution and should have shown superior aptitude and promise in his chosen field. Reappointment is dependent upon satisfactory performance and normal progress toward a graduate degree.

The FACULTY RESEARCH ASSISTANT should be capable of assisting in research under the direction of the head of a research project and should have ability and training adequate to the carrying out of the particular tech-

niques required, the assembling of data, and the use and care of any specialized apparatus.

The RESEARCH ASSOCIATE should be capable of carrying out individual research or collaborating in group research at the advanced level; should be trained in research procedures; and should have had the experience and specialized training necessary to develop and interpret data required for success in such research projects as may be undertaken.

The ASSISTANT INSTRUCTOR should be competent to fill a specific position in an acceptable manner, but he is not required to meet all of the requirements for an instructor. He should normally hold at least the appropriate baccalaureate degree.

LECTURER may be used as a title to designate temporary appointments at any salary and experience level, of persons who are serving for a limited time or part-time, and normally are not eligible for academic promotion or tenure.

TEACHING AND ADVISEMENT

Each regular faculty member is expected to assume normal teaching and advising duties. The proper discharge of these responsibilities is an immediate and visible expression of the University's obligation to its students. The University is dedicated to effective and high quality teaching performance.

Each entering freshman is given the name of a faculty advisor who will guide the student in the selection of a major if the student has not done so, and in planning a course of study. At the sophomore level and above, the student may be advised by a faculty member in his major area.

Special advisors are assigned to students following professional programs or other degree options.

Students in the General and Departmental Honors programs of the various colleges command the special attention and guidance of the directors of the programs and the instructors of the various honors sections and courses. Students admitted to the Bachelor of General Studies Program are assigned an advisor through the Office of the Dean of Undergraduate Studies.

The Counseling Center, located in the Shoemaker Building, may be used as a resource to which students may be referred in resolving concerns of a vocational or educational nature. Where psychological testing is appropriate in the counseling of students, tests of ability, interest and personality are utilized.

Manuals dealing with student advisement are available in the divisional chairmen's offices, in the deans' offices of the various colleges, or in the Office of the Administrative Dean for Undergraduate Studies.

PROCEDURE

Responsibility for recommending appointments, promotions and tenure rests with chairmen of departments, directors and deans of colleges, and divisional officers in consultation with appropriate departmental and college committees. Appointments and promotions to the rank of instructor, assistant professor, visiting or part-time faculty shall be approved by the Chancellor. Appointments to the rank of associate professor, or full professor, or granting of tenure to assistant professors, shall be approved by the Chancellor and by the President.

Recommendations for promotion to the rank of associate or full professor will be reviewed by a College Park faculty committee and will be considered for approval by the Chancellor and by the President.

Within the various colleges and divisions of the University, definite procedures have been worked out for faculty review of appointments and promotions. In no case is promotion in rank or granting of tenure automatic, but must be based on demonstrated achievement and academic merit. Teaching, advising, research, professional achievement, and University service are all taken into account in the determination of the merit of a recommendation for appointment or promotion. The weight given each of these factors will be determined by what will best maintain the highest academic or professional standing of the department, college, school, or other sub-division of the University and the requirement of the academic mission of the total Campus.

Girls' basketball team, early 1930's

RESEARCH

It is the nature of a university that a scholar cannot maintain himself in the forefront of his discipline without a continuing interest in and dedication to research. In this environment, teaching and research are not separate skills; rather, research is integral to sound teaching. The University's location presents unique research opportunities. The Campus possesses extensive facilities for research and specialized training of graduate and undergraduate students. A large and growing inventory of academic services aids in research.

SERVICE

Faculty members serve as representatives of the University in many ways. University citizenship goes beyond the teaching and research roles and helps to create an environment conducive to good scholarship. Faculty members serve their professional community by involvement in international, national and local associations. They serve the academic community by membership on departmental, college, divisional and University committees, and by sharing various administrative tasks. They serve the State by working with schools, industries, government, and citizen's groups.

Faculty, circa 1900's

FACULTY BENEFITS: SALARY SCALE AND PAYMENT PLAN

The University operates its payroll on a biweekly basis. Faculty on 10-month appointment are paid their total annual salary in biweekly payments between early-September and mid-June. Checks are issued in the afternoon of alternate Fridays. When a holiday falls on the normal check distribution day, the University custom is to advance distribution to the last preceding working day.

Salary payments for summer appointments are also generally made on a biweekly basis, with the amount determined by dividing the total summer earnings by the nearest number of regular biweekly payroll periods.

In addition to the required payroll withholdings for federal and State income taxes, social security taxes and retirement system deductions, the University also provides for 25 other payroll deductions including hospitalization, credit plan, U.S. Savings Bonds, and group life and disability insurance for faculty members. Descriptions of these optional arrangements are contained elsewhere in this handbook. Additional information concerning them may also be obtained directly from the Payroll Office.

SABBATICAL LEAVE

The University maintains a sabbatical leave policy developed by the Senate Committee on Professional Ethics, Academic Freedom and Tenure. The policy is reviewed from time to time, as required by current conditions. The text states that the primary purpose of sabbatical leave is to afford opportunity to the faculty member to increase his professional standing and value to his institution. To be eligible for the sabbatical, the faculty member must have attained the rank of assistant, associate, or full professor; he must have been on active, full-time service with the University for a period of six years, subsequent to any previously granted sabbatical leave.

Sabbatical leave must be arranged according to the following procedures:

1. The faculty member will, at least six months prior to the beginning of the proposed leave period, submit a formal written request, setting forth clearly the nature of his proposed sabbatical project, and his reasons for believing that the same will be professionally beneficial to him and to the University. The written request, if approved by his department and college and/or division together with an endorsement to the effect that the faculty member's services can be spared during the sabbatical period, will then be forwarded to the Chancellor for final action.

2. The faculty member applying for sabbatical leave will, as a condition for granting the same, agree to return promptly to this University at the termination of the sabbatical period, to remain in service for at least one academic year, except in circumstances in which the president and the Board of Regents may decide otherwise.

Sabbatical leave usually will be granted for one five-month or one six-month period on full pay, or for one ten-month or one twelve-month period

on one-half pay for ten- and twelve-month appointees, respectively. In certain exceptional meritorius circumstances, and where long and distinguished service to the University may strongly justify, approval may be granted for a sabbatical period of more than twelve months, but in no case for more than twenty-four months on one-half pay.

The faculty member on sabbatical leave will be permitted to accept, in addition to the pay he receives from the University, only such awards, grants, contracts, fellowships, et cetera, as may also be given in aid of his approved sabbatical project, the primary purpose of the sabbatical leave being to afford opportunity to the faculty member to increase his scholarly attainment. Compensation for occasional consulting services rendered during the period of sabbatical leave, such service not to exceed that which would conform with the University's policy on consulting services, shall not be considered payments for salaries or wages.

Faculty members with students in advanced stages of their graduate research should anticipate the special needs of these students during a sabbatical period.

A one-year or shorter leave of absence without pay is permissible for purposes which coincide with sabbatical leaves as well as for a limited number of additional reasons such as meeting a special professional or civic responsibility. A leave without pay is cleared in the same manner as sabbatical leave.

TRAVEL

The University encourages active participation in the work of the various professional and learned societies both on the national and State level. Within the limits of available funds, department chairmen may authorize full reimbursement for official travel within the State of Maryland. Authority for out-of-State travel may be obtained by completing an Out-of-State Travel Request form which must be approved by the department chairman, the dean or director, and the Office of the Chancellor prior to the date of the proposed trip. Ordinarily, full reimbursement of out-of-State travel expenses is authorized. However, the department chairman or dean may restrict the amount of travel or provide for partial reimbursement of travel expenses in order to equitably distribute available travel funds among the various members of his staff.

Reimbursement for travel is accomplished by completing an expense statement which is submitted to the Business Office after approval by the department chairman. As a general principle, all University employees are expected to travel by the most economical means consistent with professional dignity, and the University reimburses the traveler on this basis, subject to certain restrictions in reimbursement set forth in the Travel Regulations.

Mimeographed copies of the Travel Regulations are available in the offices of the departments or the Vice Chancellor for Administrative Affairs. Questions on procedure or specific cases should be referred to the University Travel Office.

As a special convenience to those who travel by air, the Airline Travel Office is equipped to issue airline tickets for all officially approved travel. To use this service, the traveler makes his own airline reservations as early as possible and submits the reservation information to the airline ticket agent in the Motor Transportation Facility. The ticket is written as soon as the approved Out-of-State Request form is received from the Office of the Chancellor.

A Motor Transportation Facility or "motor pool" has been established to include all University-owned passenger vehicles normally headquartered at College Park. Motor Pool vehicles are to be used for all official automobile travel except in cases where (1) it is clearly in the interest of the University to permit official travel in privately owned vehicles, or (2) where it is clearly unreasonable to expect a faculty member to use a Pool vehicle. In such cases, reimbursement is authorized through the Motor Pool office. Detailed instructions for the use of Motor Pool vehicles may be obtained from the office of the Director, Motor Transportation Facility.

Students in front of present Taliaferro Hall

RETIREMENT

Every regularly employed member of the faculty on an appointment of 50% or more must enroll as a member of the Teachers' Retirement System of the State of Maryland. This is a fully funded system, with contributions from the State and the teacher in approximately equal proportions. Retirement, with full allowance, is compulsory at the age of 70. Full retirement allowance is also awarded to members who have completed 30 years of service. Members under 60 who have completed 25 years of service are eligible for retirement allowance reduced actuarially because of age. In addition, provisions are made for retirement of the physically disabled.

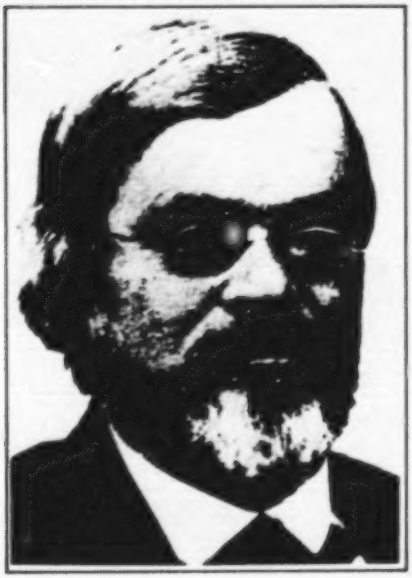
The formula for calculating the benefit is 1/55 of the average salary for the three highest years multiplied by the years of membership. In addition, the cost of living index of the Bureau of Labor Statistics will be taken into consideration at the time of retirement. Modifications are made if provision for the support of dependents is planned. Thus, if a member has 25 years of service and during his best three years he averaged $11,000, his maximum allowance would be about $5,400 per year.

A death benefit payable to the beneficiary of record is equal to the return of all contributions with interest, plus an amount equal to the member's final annual salary.

In the event of termination of employment, prior to regular retirement, the member may request return of his contributions with interest. However, if the member has five years or more of contributions to the system, he may request in lieu of return of contributions that they remain as a paid-up annuity from which he may draw a monthly pension calculated as above upon reaching the age of 60.

Employees of the University are enrolled in the federal Social Security Program (F.I.C.A.)

Townsend Glover, first teacher of Entomology



TAX DEFERRED ANNUITY PROGRAMS

Members of the faculty and staff of the University who desire to participate in a tax-deferred annuity program as described in Section 403(b) of the Internal Revenue Code may do so through arrangements with the State Retirement System or the Teachers Insurance and Annuity Association—College Retirement Equities Fund.

Participation in either program is voluntary on the part of the employee and may be accomplished by filing the required forms for salary deduction with the University Payroll Office.

Additional details on tax-deferred annuity programs may be obtained from the offices of the deans and department chairmen and the Director of Business Operations.

INSURANCE PLANS

Health Insurance. All employees of the State of Maryland come under Employee Health Insurance Plan (Blue Cross-Blue Shield), which applies to hospitalization and related expenses. Membership is voluntary; if secured within 60 days of initial employment, no proof of insurability is required. Employees may choose from three types of coverage: a primary plan, intermediate option plan, or a high option plan. Dependents may be included in the coverage. Maternity benefits are available only under the plan "self, spouse and children." Employees eligible for Medicare are automatically converted to BC/BS 65, although their dependents may continue to be covered as before.

Upon termination for any reason other than retirement, the policy may be replaced by an individual policy without requiring proof of eligibility. Retired members may secure a policy supplementing Medicare benefits without evidence of insurability.

Dependents of deceased retirees who are receiving survivor's benefits through the State retirement system may remain covered by the plan.

Employees who are in an approved leave without pay status may retain their group membership by requesting that the Personnel Department initiate individual billing. During unpaid leave in excess of 30 days the employee must pay the state subsidy applicable to this type of coverage in addition to the usual premium deducted from his paycheck.

For each currently active employee, the State contributes between $4.70 and $25.00 per month toward the cost of the policy, depending on type of coverage.

Copies of "Health Care Programs for the Employees of The State of Maryland" are available at the University Personnel Department,

South Administration Bldg., or call Extension 4811.

Life Insurance. The University's group life insurance plan is underwritten by the Teachers Insurance and Annuity Association(TIAA) and is available to eligible faculty and staff on a voluntary basis. The plan provides each insured member with an amount of level term life insurance and an equal principal amount of accidental death and dismemberment insurance, according to salary classification. The University shares in the cost of the plan assuming all administrative costs and by paying that portion of the premium in excess of the amount payable by the staff member and deducted from his salary. Eligibility for participation in the plan is limited to permanent full-time members of the faculty above the rank of instructor and other permanent full-time non-classified staff members with annual salaries of $10,000 or more.

Upon termination of service with the University, the individual may secure an individual policy without evidence of insurability.

Copies of "Group Life Insurance Plan: University of Maryland" are available at the Payroll Office.

May Day queens and nymphs, circa 1920

ACCIDENT COMPENSATION

Workmen's Compensation. All paid employees of the University are covered by Workmen's Compensation through the State Accident Fund. This provides coverage of all medical expenses for accidents or illnesses arising out of, and in the course of, employment. Even slight injuries should be reported in order to insure that any subsequent development may be covered. In the event of permanent injury or loss of limb, payments at a flat rate are made varying with the nature of the injury or loss. Under certain circumstances, partial wage payments are made after the normal sick leave expires.

Reports are required from the attending physician and the employing department. Further information and the appropriate forms may be obtained from the Personnel Department.

CREDIT UNION

Employees who are members of a department or agency under the State payroll deduction are eligible to join the State Employees Credit Union, Inc.

Its purpose is to provide a depository where members may save regularly through payroll deductions and may also borrow for providential purposes and repay through payroll deductions.

Anyone who is currently a permanent employee of the State of Maryland is eligible for membership.

The Credit Union provides a depository where members may save regularly through payroll deductions, or, after a year's employment, may borrow money and repay through payroll deductions.

A share-savings account may be opened upon application accompanied by a deposit of $1 or more and a 25-cent membership fee. Savings to a maximum of $10,000 can also be deposited in lump sums.

Dividends are currently at six percent, based on lowest monthly balance. They are computed quarterly and credited to each member's account.

The Credit Union is located in Room 1124, South Administration Building.

POLICY ON PATENTS, COPYRIGHTS AND PUBLISHING

Applicable to all faculty, staff and graduate students engaged in teaching, research and/or study in any of the various divisions and branches of the University, the policy on patents requires prompt disclosure to the president of all inventions or discoveries provided that University time, facilities and materials were used in connection therewith. Ordinarily, the inventor or inventors will receive 15 per cent of the gross income from the patent; certain exceptions are made for research sponsored by outside agencies and for personal research.

Copies of the policy statement on patents are furnished to all new staff members at the time of appointment and are available also at the offices of the division chairmen, deans and directors, or from the Director of Personnel. Questions concerning the policy should be addressed to the Vice Chancellor for Administrative Affairs.

PERSONNEL ACTIONS

Only the division chairman, dean, director, or department chairman may initiate personnel actions. Members of the faculty and staff are without authority to engage new employees or staff or to change salary arrangements until required approvals have been obtained. Rules, regulations and procedures concerning appointments, promotions, terminations, leave, overtime, etc., are set forth in "Standard Operating Procedure—Personnel" and "Personnel Practices for Clas-

sified Employees of the College Park Campus." Each division chairman, dean, director, and department chairman has a copy. Questions concerning the qualifications or titles of prospective faculty appointees should be referred to the Vice Chancellor for Academic Affairs. Questions concerning the qualifications or titles of non-academic personnel should be referred to the Campus Personnel Department in College Park.

Also available is a quarterly newsletter, *Personnel Post*, which is distributed to all classified employees.

PURCHASING REGULATIONS

University policy concerning financial commitments provides that no employee of the University has authority to make any purchase commitment, enter into any contract for materials or supplies, or otherwise take any action with respect to third parties which may be construed as financially binding to the University except through the usual channels under the authority of the Vice Chancellor for Administrative Affairs. This authority has been delegated to the Director of Procurement and Supply with respect to purchasing and related financial commitments for operating, repair and other contractual services. Detailed procurement procedures are set forth in "Procurement and Supply Guidelines" dated March 23, 1973. Each dean, director and department chairman has a copy. Procurement problems not covered in the Prodecures are handled by the University Purchasing Department, but application should be made as far in advance as possible.

OPENNESS IN RESEARCH

The principle of openness in research, the principle of freedom of access by all interested persons to the processes and to the final results of research is one of overriding importance. Accordingly, the University of Maryland does not enter into an agreement to carry out research if the grant or contract restrains the freedom of the University to disclose (1) the existence of the grant or contract; (2) the general nature of the inquiry to be conducted, or (3) the identity of the sponsor. The University reserves the right to publish the results of the research. The University does not conduct secret research.

CONTRACTS AND GRANTS

This office coordinates the business and administrative aspects of sponsored projects for the College Park Campus. It acts as a reviewer of the business portions of contract and grant documents forwarded to the University President's Office from the other campuses in the system. This office does not review or comment on the technical aspects of proposals.

The following areas are of concern to the Office of Contracts and Grants: proposals, contracts, grants, fellowships, cooperative agreements, indirect cost rates, allowable inclusions in costs, effort reporting, financial reporting, contract and grant invoicing, foreign travel approval on contractor grant funds, patent policy, inventions, negotiation assistance, audit reviews, and government equipment inventories.

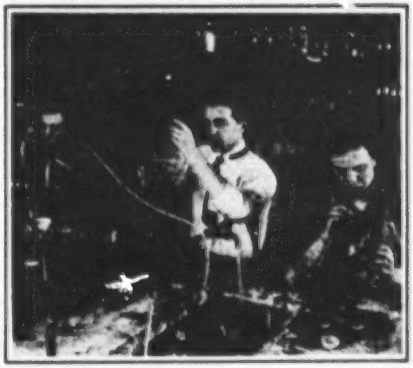
This office coordinates the University of Maryland's Patent Policy for the College Park Campus and is available to provide assistance to project directors and investigators with patent related questions.

FOUNDATION FUNDS FOR FACULTY PROJECTS

The proper procedure to be followed when you wish to seek foundation funds for your project is as follows: obtain administrative approval for your project from your appropriate department chairman and/or dean; contact the development office (Endowment and Gifts) to submit your project and get their assistance, if you wish to have it, in obtaining the president's approval to solicit funds; and file a statement of intent (letter or memorandum).

The Office of Endowment and Gifts requests that faculty, staff and students file a statement of intent before any contact for funds is made with a foundation, a corporation, an agency, or an individual. The purpose of the statement is not to burden anyone with red tape. The purpose is to insure that the proposed project is approved by the President, and others whose approval is needed, that the budget is satisfactory with the business office on your campus, and that the source of proposed funding is cleared with the Office of Endowment and Gifts, thus guaranteeing a coordinated approach to prospective donors.

Chemistry lab, turn-of-the-Century



GENERAL RESEARCH BOARD

The General Research Board invites applications from full-time members of the University of Maryland faculty for financial support of their research activities. Traditionally, the board has devoted the major portion of the funds at its disposal to Faculty Research Awards during the summer months, for faculty engaged in research which is not funded by other sources. This emphasis will continue, but the board is prepared to support promising and imaginative research in a wide variety of ways.

The board is also prepared to consider applications for Faculty Research Awards on a half-time basis in order to permit faculty to accept half-time appointments for the Summer Sessions.

Other types of support which the board considers include funds for travel required to complete a research project, essential equipment unavailable from other sources, clerical and typing assistance for the preparation of technical reports and manuscripts, and assistance in meeting the costs of publishing monographs or books.

The board evaluates all applications on the basis of both appropriateness and merit and has, over the years, developed some guidelines which may prove useful to faculty submitting applications. Among the more important of those guidelines are the following:

1. Generally, no faculty member will receive Faculty Research Awards, in two consecutive summers.
2. Work on a textbook will not be supported.
3. Assistance for the publication of a doctoral dissertation will be considered only if the project embodies substantial and significant additional research over that submitted for the doctorate.
4. Awards are normally not made for the extension of sabbatical leave.
5. The Creative and Performing Arts Board provides support for the performing and studio arts. Applications for support in those fields are directed to that Board.
6. Simple bibliographical studies are not supported by the Board, but it welcomes applications for bibliographical work involving both research and generalization.
7. Funds are not provided for the payment of consultants, student assistants, or page charges. The annual competition is held early in the fall semester. Details are contained in the announcement sent to the department chairmen. Copies of the application form and further information or assistance may be obtained at the Board office in the Graduate School.

These awards are made with the understanding that a successful applicant will remain a "continuing member" of the University faculty during the year following receipt of an award. It is further understood that if support for the same period is awarded by an outside agency the holder will relinquish the General Research Board Award.

Lecture room, McDonnell Hall

ACADEMIC REGULATIONS

General educational requirements, admissions and retention policies, registration and residency practices for undergraduate students can be found in the *Undergraduate Catalog 1974-75*. Similar topics of concern to graduate students may be found in *The Graduate Catalog*.

ATTENDANCE AND GRADING

The University expects each student to assume full responsibility for his academic work and academic progress. Although students are expected to attend classes regularly, such attendance, in and of itself, is not a criterion for the evaluation of the student's degree of success or failure. Absences (whether excused or unexcused) do not alter what is expected of the student, qualitatively and quantitatively. Except in cases of freshmen and those students enrolled in courses designated as in-class participation courses, absences do not affect the computation of grades, and the recording of student absences is not required of faculty members. The special provisions for freshmen and students registered for in-class participation courses may be found in General and Academic Regulations.

For undergraduates, the symbols A, B, C, D, S, and P are used to indicate passing grades. The letter F indicates failure and I, incomplete. In computing scholastic average, numerical values, in the form of quality points, are assigned as follows: A-4, B-3, C-2, D-1, F-0. Certain courses have been designated as courses with a Pass-Fail option in grading. Good academic standing and retention are determined by the marks and credits earned in a given semester, the total number of credits earned, and the cumulative grade point average. A complete description of the undergraduate

marking system and the Pass-Fail option may be found in the *Undergraduate Catalog*.

On the graduate level, the symbols A, B, C, and S are used to designate passing grades. D and F are failing grades. Graduate students must maintain an overall B average; a grade of A in thesis research will not balance a course grade of C. Complete description of the graduate grading system may be found in the *Graduate Catalog*.

A number of courses are designated for variable credit. These are listed in the various college catalogs, and the range of credit is indicated for each course with the amount of credit assigned each student and determined by his advisor at the time of registration.

ACADEMIC IRREGULARITIES

In cases involving charges of academic irregularities or dishonesty in an examination, class work, or course requirements by an undergraduate student, the instructor in the course shall report to his instructional department chairman any information received and the facts within his knowledge. If the chairman of the instructional department determines that there is any sound reason for believing that academic dishonesty may be involved, he shall refer the matter to the dean of the college or school or to the division chairman, as appropriate. The dean will then confer with the dean of the student's college or school and will check the Judiciary Office records to determine if the student has any record of prior offenses involving academic dishonesty. The dean will then consult with the student involved. If the alleged academic dishonesty is admitted by the student and is his first offense of this nature, the dean may authorize the department chairman to dispose of the charges, limiting the maximum penalty to disciplinary probation and a grade of F in the course, provided the penalty is accepted by the student in writing. In such a case, the department chairman will make a written report of the matter, including the action taken, to the dean of the student's college or school and to the Judiciary Office.

If the case is not disposed of in the above manner, the dean of the instructional department, or the division chairman, will appoint an *ad hoc* Committee on Academic Dishonesty, consisting of one member from the faculty of the college or school administered by the dean as chairman, one undergraduate student, and one member from the faculty of the student's college or school appointed by the dean of that college or school. If the student's dean and the dean administering the instructional department are the same, a second member of the faculty of the college or school concerned is appointed.

The dean of the instructional department will refer the specific report of alleged academic dishonesty to this *ad hoc* committee and the committee will hear the case. The hearing procedures before this committee will in general conform to those required for student judicial boards. The committee may impose the normal disciplinary actions and/or impose a grade of F in the course.

The chairman of the committee will report its actions to the dean of the student's college or school and to the Judiciary Office. The dean of the instructional department will advise the student in writing of the disciplinary action of the committee, and also advise him of his right to file an appeal to the Adjunct Committee on Student Discipline.

The student may file his appeal in accordance with the normal procedures to the adjunct committee with the dean of the instructional department or the division chairman and the latter will forward it to the chairman of the adjunct committee. The chairman of the adjunct committee will notify the student in writing of the time, date and place of the hearing.

In cases involving charges of academic irregularities or dishonesty in an examination, class work or course requirements by a graduate student, the above procedure will be followed except that:

a. The head of the instructional department will refer the matter to the Dean for Graduate Studies and Research.
b. The *ad hoc* Committee on Academic Dishonesty will be appointed by the Dean for Graduate Studies and Research and will consist of two members of the Graduate School faculty, one serving as chairman, and one graduate student.

Supportive Facilities and Services

LIBRARIES

The University Libraries. The Theodore R. McKeldin Library is the principal library for graduate use on the College Park Campus. It contains reference works, periodicals, circulating books, and other materials in all fields of research and instruction. Other libraries include the Undergraduate Library, the Engineering and Physical Sciences Library, the Architecture Library, and the Chemistry Library. The newest branch is the Undergraduate Library, opened in the fall of 1972. It seats about 4,000 readers and houses up to 200,000 volumes. The Undergraduate Library is intended to meet virtually all library needs of freshmen and sophomores and to meet the basic library needs of juniors and seniors.

Hours. McKeldin Library hours during the regular academic year are 8:00 a.m. to 12:00 p.m. Monday through Friday; 10:00 a.m. to 6:00 p.m. on Saturday; and 12:00 noon to 12:00 p.m. on Sunday. During Summer Sessions, hours are the same except that the library closes at 10:00 p.m. on Friday and Sunday. During intersessions and vacations the library is closed on Sunday. The library is closed on certain holidays, as posted.

Information regarding hours of other University libraries, as well as of other libraries in the Baltimore-Washington area, may be obtained at the reference desks of the various Campus libraries.

Collections. The libraries on the College Park Campus include approximately 1,350,000 volumes, 730,000 microform units, and 15,000 subscriptions to periodicals and newspapers, as well as many government documents, phonorecords, films, and filmstrips. The complete catalog of all collections is located on the second floor of McKeldin Library. Other catalogs reflect only the holdings of a particular branch library.

Holdings include the libraries of Richard Von Mises (mathematics and applied mechanics), of Max Born (physical sciences), of Thomas I. Cook (political science), of J. M. Coopersmith (eighteenth century music, especially Handel), and of Romeo Mansueti (biological sciences). Special collections include the Katherine Anne Porter Collection; the East Asia Collection; Marylandia; U.S. government publications (for which the University is a regional depository); publications of the United Nations, the League of Nations, and other international organizations; agricultural experiment station and extension service publications; maps from the U.S. Army Map Service; the files of the Industrial Union of Marine and Shipbuilding Workers of America; the Wallenstein Collection of musical scores; the Andre Kostelanetz Music Library; and research collections of the American Bandmasters Association, the Music Educators National Conference, and the National Association of College Wind and Percussion Instructors. In addition, the collections include microreproductions of government documents, of rare books, of early and rare journals, and of newspapers.

Service to Faculty Members. Each member of the faculty is supplied with a machine-readable transaction card which serves as his borrower's card. Faculty husbands and wives are granted borrowing privileges. Copies of lending regulations may be obtained at the circulation desks of the various libraries.

Carrels in the McKeldin Library are open to all readers and are not assigned; lockers are assigned to faculty members for periods of one semester.

Duplicating service is available in all libraries. At the McKeldin Library, the Undergraduate Library, and the Engineering and Physical Sciences Library charges are 10c per page for copying done by the staff; 5c per page for use of coin-operated machines; and 10c per page for use of reader-printers.

Tours and lectures may be arranged for classes and other groups. Faculty members seeking this service should call the Coordinator of Reference Services, McKeldin Library, or the heads of the appropriate branch libraries.

Through the Interlibrary Loan Service, faculty members and graduate students may obtain materials needed by them but located elsewhere.

At the request of faculty members, books and other items needed for assigned or collateral reading are placed on reserve. With few exceptions, undergraduate reserves will be maintained in the Undergraduate Library; graduate reserves, in the appropriate branch libraries (e.g., Chemistry) and in the reference rooms of McKeldin (e.g., Philosophy reserves in the Humanities Room). Lists of items needed for reserve should be submitted well in advance of need.

The *Library News* is distributed to the faculty and other interested persons. It records library activities and informs its readers of developments in collections, policies and services.

Other Area Resources. The College Park Campus is in a region rich in research collections. In the Washington area are the Library of Congress, the National Archives, the Folger Library, the National Library of Medicine, the National Agricultural Library, and various academic and special libraries. In the Baltimore area, in addition to the University's libraries on its Baltimore City and Baltimore County Campuses, are the Enoch Pratt Free Library, the Maryland Historical Society Library, and the Johns Hopkins University Library. The Maryland Hall of Records is in Annapolis.

UNIVERSITY RELATIONS

The Office of University Relations on the College Park Campus, under the Director of University Relations, has responsibility for the official Campus public relations and public information programs, as well as for various other institutional advancement programs designed to foster a better understanding of the institution. The office accomplishes its objectives through a variety of communications and community service programs, the scope of which are reflected in the titles of departments or units which comprise this administrative office. They are: Audiovisual Services, Film Production, Media Services (including those provided newspapers, magazines, radio and television), Photographic Services, Publications, Special Events, and the Speakers Bureau.

The Office also publishes the Campus newspaper, *Précis*, a weekly information digest for faculty and staff.

Audiovisual Services, Photographic Services, Film Production Unit, and the Publications Office are administered by University Relations for the use of individuals in all departments on Campus. All are available for consultation and help with special needs.

Audiovisual Services. The wide variety of classroom audiovisual equipment for use by University personnel includes 16mm projectors, tape recorders, overhead projectors, screens, and related items. The equipment is available on a free loan basis.

The film library, containing approximately 1200 titles, lends films free of charge.

Film inspection, cleaning and repair services, as well as ¼" tape duplication, are also available without charge. Microfilming is also handled by this section.

Photographic Services. Academic support is offered in this section through complete still laboratory services, including photocopy, film processing and photographic printing (B&W and color). One special service available is the production of 35mm color slides from original material which can range in size from 4" to 20" wide at $1.25 each. If larger quantities of slides are required, less expensive rates may be found through commercial firms in the area. In some cases, the firm will bill the University if the department agrees to pay for the work.

Another special service, headquartered in Annapolis Hall, is photo direct duplication in which reproduction is made of printed or hand-drawn material, maps or manuscripts on standard 8½ x 11" paper. The charge is $1.85 for 100 copies from the original.

Appointments may be made for studio sittings for passport or unretouched journal type portraits. Professional photographers are available for almost any type of assignment, including consultation concerning special photographic applications. An extensive photo library is maintained of black/white and color subjects, dating back to the turn of the century.

Girls along Route 1, circa 1914

Film Production Unit. This unit is equipped to provide requesting departments with almost any type of educational film. A sound studio is available for film and sound track recording or for straight audio recording. All work in the production of films is on a cost basis. An estimate is supplied the requesting department and all charges incurred during production are charged to that department.

Publications. This office produces official Campus publications, for example, the *Undergraduate Catalog*, the *Summer Sessions Catalog*, the *Graduate Catalog* and *Graduate Bulletin*, the *Campus Calendar*, the *Faculty Handbook*, and the *Speakers Bureau Guide*. Anyone on Campus who is engaged in producing a major publication may consult with the Publications Office on any aspect of printing, design or publishing. The Publications Office is located in the Main Administration Building. Call 3327/28.

CAMPUS PRINTING SERVICES

University Press. The University Press is staffed and equipped to handle, at a reasonable price, most printing requirements of faculty members and departments. The Press has facilities for offset lithography and letterpress. Composition and bindery services are provided. Hours: Monday through Friday 8:00 a.m. to 4:00 p.m.

Offset Duplication Office. This office, in Annapolis Hall, as was mentioned above, offers direct duplication in which reproduction is made of printed or hand drawn material, maps or manuscripts on standard 8½ x 11" paper. The charge is $1.85 for 100 copies from the original.

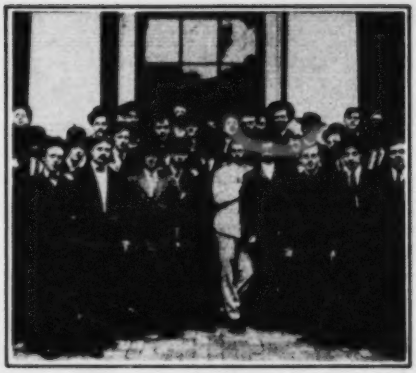
The Union Sign Shop. This office also provides facilities for a variety of duplicating and printing services, including ditto, Xerox, mimeograph, and offset printing.

CLOSED CIRCUIT TELEVISION

The University provides a central television service for the teaching and research activities of the colleges and schools. The television studios are located in the Fine Arts Building, and programs are distributed to some classroom and dormitory buildings.

A number of departments use the closed circuit television system in their instructional program on a regular basis, while others use it for special purposes. The use of television is determined by the department offering the work.

Using broadcast quality equipment, the following services are available: (1) live presentation of course material or experimental stimuli; (2) video recording of such programs; (3) transfer from video recording to motion picture film for use of permanent record.



HUMAN RELATIONS PROGRAMS

With the institution of the Office of Human Relations Programs as a permanent arm of the Chancellor's office in October, 1971, the College Park Campus undertook a major commitment to the implementation of affirmative action, for the purpose of ensuring equal education and employment opportunity as required by federal law and further developing human resources.

The Human Relations Office has established a representative task force for the development, design and implementation of a Campus Affirmative Action Plan. In order to foster efficient implementation of this plan as well as assess the progress of its various departments, each of the five Academic Divisions has designated an Affirmative Action Officer responsible for these duties. Assistance from the staff of the Human Relations Office is made available upon request or in response to possible non-compliance regarding equal employment opportunity. The Human Relations Office also participates, regularly, in the Campus budget formulation process and assists in the review of budget information as related to salary inequity.

In formulation within the five newly organized Academic Divisions and the Student Affairs Division are Equal Education and Employment networks, the officers of which are charged with the responsibility of recommending departmental action in keeping with Campus affirmative action goals, assisting employees who wish to express a grievance, and serving as informal mediators. The Human Relations Affirmative Action Officer periodically visits each department to facilitate its progress in achieving recruiting and hiring goals, affirmative action implementation, and equal employment opportunity interpretation.

Academic, associate, and classified staff or students who wish to file a grievance based upon alleged discrimination may also submit it directly to this office.

Throughout the year, the Human Relations Office develops and supports specific programs designed to aid the Campus in achieving its affirmative action goals.

EDUCATIONAL AND CULTURAL ACTIVITIES

Enrollment in Courses. Full-time members of the faculty above the rank of instructor may take for credit or audit a maximum of four semester hours with credit hour fees remitted. Full-time instructors may take a maximum of six semester hours for credit or audit with credit hour fees remitted. Additional information on provisions and procedures may be obtained from the department chairmen.

Cultural Program. Under the aegis of the Student Government Association, a program that includes outstanding artists in the symphonic, dance, drama, instrumental and voice recital areas is presented each year. Admission is free to all undergraduates and is made available at low cost to faculty and staff on a limited basis.

Performing Ensembles. The Department of Music welcomes faculty members and their wives to the ranks of the University Orchestra, the Chamber Chorus, The University Choir, The Opera Workshop, and Opera Production. Additional information may be obtained from the Music Office, Fine Arts Center.

University Theatre. Under the Speech and Drama Department, University Theatre produces four shows and, in cooperation with the Music Department, one opera each year in Tawes Fine Arts Theatre. Residents of the community are invited to participate in the various phases of production. Single admissions to the plays and season subscriptions are available to University personnel at reasonable rates. For more information call: 454-2202.

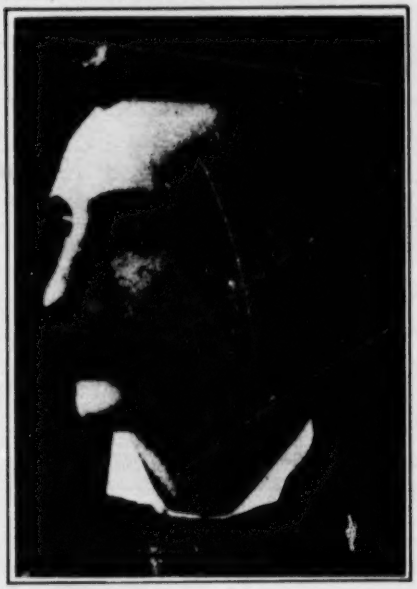
National Honorary and Professional Societies. Among the more than 50 honorary societies active on the College Park Campus whose individual memberships span major fields of scholarly interest are Phi Beta Kappa; Phi Kappa Phi, for all schools; Sigma Xi, for the natural sciences; Alpha Zeta, the agricultural honorary fraternity; Kappa Delta Pi, for education; Tau Beta Pi, for engineering; and Beta Gamma Sigma, for business administration. Many national professional societies have local chapters, one of which is the American Association of University Professors. The annually revised *Student-Faculty Directory of the University of Maryland* provides a current list of the national and local honorary and professional societies functioning officially on the College Park Campus.

Faculty Children Benefits. The College of Education operates a Center for Young Children as a demonstration and experimental-research unit. Enrollment is very limited, with certain exceptions, to the three-, four-, and five-year-old children of faculty, staff and students. Inquiries should be addressed to the Director, Center for Young Children, College of Education. For more information call: 454-2341.

The College of Education's Reading Center, providing clinical diagnostic and corrective services, and the clinic for "exceptional children" are open to the children of faculty members.

Other facilities available to children of faculty include the speech and hearing clinic and a class in dramatics. For more information call: 454-2120.

Faculty member, after the turn-of-the-Century.



EDUCATIONAL FACILITIES

Bureau of Educational Research and Field Services. The Bureau of Educational Research and Field Services has been established to encourage and stimulate research bearing on different aspects of the educative process; provide assistance in designing, implementing and evaluating projects initiated by local school systems; and coordinate school systems' requests for consultants with the varied professional competencies that are available on the University faculty. Additional information about the Bureau's services may be obtained from the Director, Bureau of Educational Research and Field Services.

Curriculum Laboratory. The Curriculum Laboratory provides a variety of educational materials and resources for the faculty and students, both pre- and in-service, who are engaged in curriculum research or study, curriculum development projects, or in the preparation of teaching plans, instructional units, or courses of study. Assistance is given to individuals as well as to small groups. The Laboratory maintains an extensive collection of curriculum guides and courses of study covering all grade levels and subject areas, representing the City of Baltimore, the counties of Maryland, and the major school systems throughout the United States. Examples of other types of up-to-date resources which are found in the Curriculum Laboratory are: filmstrips, transparencies, tapes, records, flannel boards, models and objects, standardized tests, manipulative teaching aids, simulation games, pamphlets, flat pictures, charts, posters, maps, and basic reference books, including sets of encyclopedias and dictionaries commonly found in elementary and secondary schools. The collection of elementary and secondary textbooks, workbooks, teacher's manuals, and other materials to complement text-

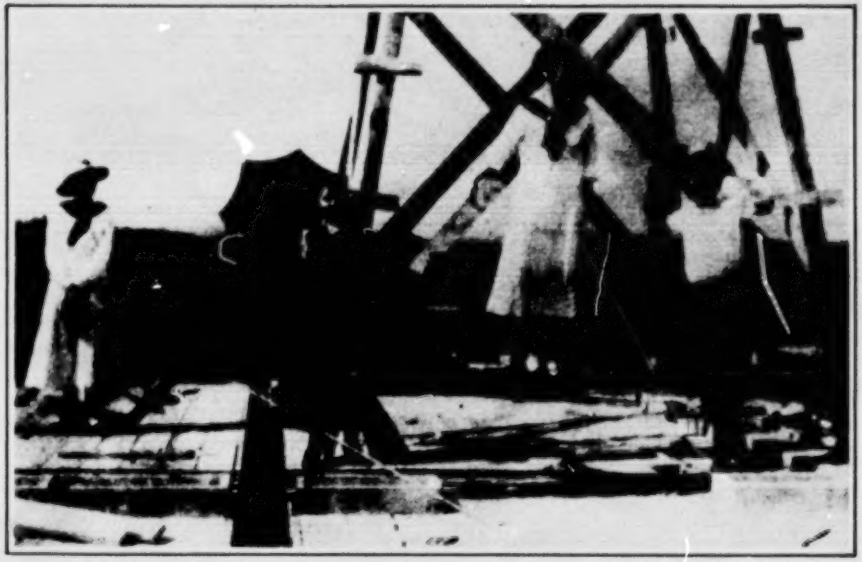
book series represents a variety of major publishing houses. Bulletins, research studies and reports in curriculum and a few basic research tools such as ERIC and *Education Index*, are also available. The staff of the Laboratory works closely with the staff of the Educational Technology Center in planning or developing instructional materials.

Educational Technology Center. Located in the College of Education building, the Center is a ten-room facility designed to assist the College and University in improving instruction through a better utilization of educational media. In addition to a graduate program in Educational Technology, the Center administers a research and development program for faculty and graduate students interested in instructional improvement through media utilization, a demonstration facility program to encourage use of the Center's resources for workshops and conferences by on- and off-Campus educational groups, and a program to service the instructional materials and equipment needs of the College of Education faculty.

Science Teaching Center. The Science Teaching Center has been designed as a facility to aid undergraduate and graduate science teacher education, science supervisor training, basic research in science education, in-service teachers and supervisors, and consultative services, dealing with all levels from kindergarten through college. Its reference library features relevant periodicals, science and mathematics textbooks, new curriculum materials, and works on science subjects. Its fully equipped research laboratory, in addition to its teaching laboratories for science methods courses, provides project space for both faculty and students.

Since 1962 the Science Teaching Center has served as the headquarters for the activities of the Science

Students on top of Skinner Building, 1914



Teaching Materials Review Committee of the National Science Teachers Association. The Information Clearinghouse on Science and Mathematics Curricula Developments, located here that year also, is now the International Clearinghouse for A.A.A.S., N.S.F. and UNESCO. Within the Center, then, is gathered the "software" and "hardware" of science education in what is considered to be one of the most comprehensive collections of such materials in the world.

The Arithmetic Center. The Arithmetic Center provides facilities and materials for mathematics teacher education through its Mathematics Teaching Laboratory. The focus is on grades K-6. Furthermore, an Arithmetic Clinic is conducted to gather research data and train graduate students in clinical competencies. In the clinic, graduate students work with children who are under-achieving in elementary mathematics.

COMPUTER SCIENCE CENTER

The Computer Science Center was established (1) to provide the necessary centralized computing services and programming assistance to all academic activities of the College Park Campus and, if specifically requested, to other campuses of the University; and (2) to conduct an active research program in computer science under the guidance of its research faculty.

The Center's computing configuration consists mainly of a UNIVAC 1108 computer system and a UNIVAC 1106 computer system. These systems are servicing on-site batch, remote batch, and conversational processing. They include a full complement of peripherals, e.g., magnetic tape drives, magnetic drum memories, magnetic disk memories, card readers, line printers, etc. Off-line equipment is also available, including keypunches, plotter, optical mark page reader, etc. The

Center provides the staff for the operation of the computers around-the-clock seven days a week. An extensive library of computer programs, a staff of keypunch operators, and personnel for consultation and general assistance are all maintained by the Center, but the main programming effort is the responsibility of the user. Programming and systems-use seminars are regularly offered to all users. Faculty may apply for computer time for their own research projects (whether they are financially supported or not) and for projects of their students (either in connection with course work or thesis direction). Further computer usage information may be obtained from the Office of Users Services, Room 3317, Computer Science Center, Ext. 4255.

COUNSELING CENTER

The Counseling Center includes four divisions of services primarily for students, but also available to faculty and staff. The Center offers consultation on any educational/psychological concerns of faculty; an open educational-vocational information library; recorded interviews with department heads on the characteristics of all undergraduate and graduate majors offered on the Campus; and a weekly R & D series of presentations on current educational/psychological topics.

Within each of the Center's divisions the services available to the faculty include the following:

The *Counseling Service* offers initial consultation on any problems and provides further counseling services or referral services to appropriate individuals or agencies in the area.

The *Reading and Study Skills Laboratory's* services are available to faculty interested in improving any of their educational skills.

The *Parent Consultation and Child Evaluation Service* provides a variety of services to parents of young children with learning or behavior problems.

The *Testing, Research and Data Processing Division* serves as the testing and census taking arm of the campus, provides consultation to faculty and advisors on testing and research issues as well as annually producing a wide variety of research reports for on- and off-Campus distribution.

Faculty inquiries are invited by telephone or in person (Shoemaker Building, ext. 2931).

SOCIAL LIFE

Faculty Club. The Faculty-Alumni Club, located in the Rossborough Inn, is primarily a luncheon club for members of the faculty, staff and administration. Special prices prevail weekly for members only. Two cafeteria lines provide either hot or cold lunches. Small dining rooms are used as meeting places for faculty committees during the lunch hour. Annual dues in the Faculty Club range from $10 to $25, based upon academic rank or salary. Spouses of members may use the facilities without additional dues. Club members may use the facilities for private or special occasions

Track team, circa 1925

free of charge. Others may rent facilities for a fee. For more information call: 454-3940.

Center of Adult Education. This air-conditioned facility has 100 residential guest rooms, specially designed conference and seminar rooms, as well as restaurant, cafeteria, and banquet dining facilities open to the public. Faculty members, their friends, and their guests are invited to avail themselves of these facilities. The Center also serves as the headquarters for University College which administers the evening division and adult education program. A new Annex of the Center of Adult Education has been completed, thereby expanding the facilities of adult education.

Campus Club. This organization for women faculty and faculty wives meets regularly for alternate afternoon and evening meetings for the promotion of their common interests in intellectual, social and civic affairs. Special interest groups with their own schedules include books, bowling, bridge, crafts, cooperative play group, FACE (Faculty Action in Community Effort), gourmet, international friends, knitting, mother-child tours, needlecraft, sewing, theatre, and voluntary service at the University of Maryland Hospital. For more information call: 345-8763.

Donaldson Brown Center. Located on the Susquehanna River in Port Deposit, Md., is the University's center for educational retreats and small conference groups. The spacious mansion and dormitory, which are located on 20 acres of land, has sleeping accommodations for 44 persons. Through the cooperation of the heirs of Mr. Brown, who was a vice president of General Motors Corporation, an endowment of $250,000 has been established to help finance the operation of the Center. The facility includes several conference rooms, tennis courts and a swimming pool. For more information call: 301-378-2555.

THE UNION

There are a variety of aids available to faculty members at the Union Building or general Campus Center. Listed below are several of those services most pertinent to faculty members. The list is intended to be representative rather than complete.

- The UMporium (bookstore) is located in the basement of the Union. It is a general store that features a wide variety of gift and novelty items, required texts for courses, and general interest paperbacks.
- Indoor sports and recreational activities. These include: Terrapin Lanes (16 tenpin bowling lanes); bowling equipment and supplies for sale; and rental lockers. Instruction is also available.

  The price is 55c per line although there are special reduced prices on some days. Information about joining a faculty or staff league can be obtained by calling Ext. 2804.

  There are 15 pocket billiard tables, two three-cushion tables, a pinball machine room, two bank-shuffleboard tables, and several air hockey games.

  There is a game room devoted to cards, checkers, chess, etc. These facilities are open 7 days a week during building hours.
- A complete self-service post office is located within the building. It is open daily during building hours.
- There are four music practice rooms available without charge.
- A sign shop provides a variety of duplicating services such as Xerox, ditto, mimeograph, and offset printing.
- There are 18 conference/meeting rooms of various sizes located throughout the building, accommodating from 12 - 1200 persons.
- There are four levels of food service operation within the building ranging from a vending room capable of seating 200 people to a waiter service dining room.
- Retirement dinners, award affairs, wedding receptions, dances, and special displays of general campus interest and the like can be scheduled in any one of the several ballrooms and adjacent cocktail lounges.
- A Tobacco Shop offers a variety of smoking supplies, newspapers, magazines, paperbacks, pens, candy and gum.
- There are six Notary Publics in the building. The service is free to faculty members.
- Banking services including check-cashing, money orders, savings accounts, loans, etc., are provided by a branch of a local bank, located on the front corridor of the ground floor.
- There are 22 display showcases throughout the building. These cases are designed for three-dimensional displays as well as the usual two-dimensional offerings of University organizations, departments and conferences.
- Various sized coin-operated lockers are located outside the entrance to the UMporium and at other locations within the building.
- There is a commercial movie theater operating Tuesday - Sunday during the regular academic year and Monday - Thursday during summer sessions. The price is 90¢.
- Tickets for all on-Campus, University-sponsored events may be obtained from the Ticket Office on the ground floor. Usually, tickets are also available for off-Campus events.
- There is a television viewing room. On certain occasions (i.e., Maryland Basketball games, the World Series, historic events, etc.) the large screen facilities of the movie theater are used.
- An Information Desk for Campus affairs (Ext. 2801) may be called about any events occurring on the Campus. They also have available maps, bus and train schedules, tax forms, registration forms, catalogs, calendars, deposit boxes for campus mail, payment boxes for traffic violations, and a building Lost and Found service.
- Parking is available in a 305-car parking metered garage on the west side of the Union Building.
- A fine arts lounge and a theater are available for classroom and related educational purposes.

Commencement exercise, 1921

RECREATIONAL OPPORTUNITIES

Golf Course. The University golf course, located due west of Byrd Stadium across University Boulevard, is open daily all year round. In addition to an 18-hole championship layout, the facility includes a driving range and practice area illuminated for night play. The course and driving range are available for use by faculty, staff and students at minimal rates. Lessons may be obtained by appointment from qualified PGA professionals staffing the course at the rate of $6 per one-half hour private instruction and $30 for a series of five one-hour lessons in groups (minimum of five persons to a group). For more information call 454-2131/32.

Swimming Pool and Other Facilities. Faculty and staff members and their families may use the swimming pool in Cole Activities Building between classes and at scheduled hours announced each semester. The fee is $5 per semester per person, and cards may be obtained from the Cashier's Office in the Graduate School Building. Other facilities available at announced times include the main and small gymnasium, locker and shower facilities, playing fields, tennis courts, bowling alleys and archery range. Sports and camping equipment are available on overnight loans. For more information call: 454-2751/2754.

Athletic Books. Faculty and staff members may purchase Athletic Books for themselves, spouses and dependent children. These books entitle the holder to a reserved seat at the football games and a seat at basketball games, on a space-available basis governed by our present basketball ticket exchange policy. These books will admit the faculty and staff to all other University of Maryland sponsored athletic events. The cost per book is $30.00 and purchase may be made at the Ticket Office, Cole Field House, beginning in May for the academic year. The ticket offices are open 9-4 p.m., Monday-Friday. For more information call 454-2122/21.

INTERCOLLEGIATE ATHLETICS

The College Park Campus' excellent and well-equipped athletic department and facilities are accessible to all faculty, staff and students. The University encourages participation in indoor and outdoor recreation to those who wish to avail themselves of the opportunity.

As the Campus maintains a dynamic academic growth today, its athletic program is keeping pace by attracting increased local and national attention. Varsity teams are fielded in every major sport and most of those less popular. The University's purpose is to demonstrate diversity as well as a comprehensive program designed to attract both participants and spectators, as shown by the recent addition of a competitive fencing team.

As a member of the prestigious and rugged Atlantic Coast Conference, Maryland has won the celebrated Carmichael Cup, the distinctive award presented for highest achievement and performance in the Conference, seven times in the twelve years of its existence.

Besides its fine intercollegiate program, the University offers a well-balanced intramural program for students, as well as sports and recreational activities for faculty and staff members. Should you be interested in using the facilities, contact the Athletic Department on extension 4705.

Football champs, 1893-94

HEALTH SERVICE

Health Center. Emergency medical treatment is provided at the infirmary for faculty members who become ill on Campus. All faculty and staff members are treated for job-connected injuries at the Health Center, which is open 24 hours a day, seven days a week, during the regular school semester and summer school. For more information call: 454-3444/3445/3446. There are two sanitarians on Campus who are available for consultation. The Center is involved in health education on Campus and available when possible for teaching.

SUPPLY STORE

UMporium (formerly known as Student Supply Store) is located in the basement of the Student Union Building and operated by the University.

Hours are:
8:30 to 4:15 M, T, Th, Fri.
8:30 to 8:15 Wednesday
9:00 to 1:00 Saturday
For Textbook Information call
454-3222
For Special Orders
454-5447
For Photographic Information
454-4578
All other information call
454-4147

CAMPUS MAIL

Campus Mail. The University operates a facility for the reception, dispatch and Campus delivery of the United States mail, including parcel post items and inter-office communications ("Campus mail"). The Post Office counter is open during the hours listed below for pick-up of parcel post packages and general mail for certain designated groups. Resident students' mail is delivered directly to the residence halls. Location: Service Building (located on Baltimore Blvd., across from the Dairy). Hours: Monday through Friday 8:00 a.m. to 4:30 p.m. and Saturday 8:00 a.m. to Noon. For more information call: 454-3955.

PARKING

Campus Parking and Traffic. The University provides parking space free of cost to faculty and staff. Faculty parking areas are located as conveniently as possible and are restricted to permit holders during the regular working day. From 5:00 p.m. to midnight, most Campus parking lots are open for unrestricted parking. Faculty and staff members may obtain a copy of the annually revised Campus Traffic Rules and Regulations from their department chairman or from the Motor Vehicle Administration Office. For more information call: 454-4242.

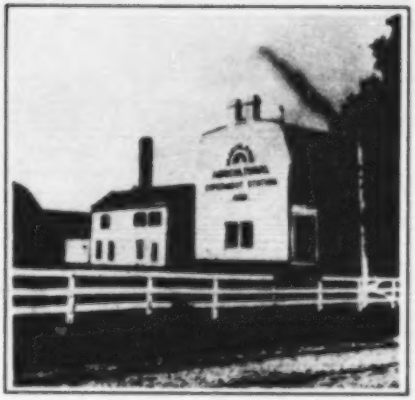
LOANS

Loans for Moving Expenses. The University maintains a small loan fund to assist new faculty and staff members meet moving expenses. No interest is charged, but a 90-day promissory note must be signed by the borrower. Written application and justification for a loan is made to the department chairman for endorsement by the academic dean and forwarded to the Director of Business Operations. Depending upon distance and other circumstances, loans range from $200 to a maximum of $500. For more information call: 454-5713.

EMPLOYMENT OPPORTUNITIES FOR SPOUSES

Employment opportunities are more varied in the Washington metropolitan area than in most university communities. The employer one hears most about, of course, is the Federal Government; its branches and agencies in the District of Columbia and in nearby Maryland and Virginia comprise a broad market of possibilities for administrative, professional, clerical, and secretarial talent. Generally (though not always) the federal pay scale is slightly higher than that of state, municipal or private employers. Civil Service examination and classification is usually necessary. Information on current openings may be obtained from the Job Information Center, Civil Service Commission, 1900 E. Street, N.W., Washington, D.C., phone (202) 737-6916. Another prime possibility is the University of Maryland. Information on non-professional positions can be obtained from the Office of Personnel, South Administration Building, extension 4434.

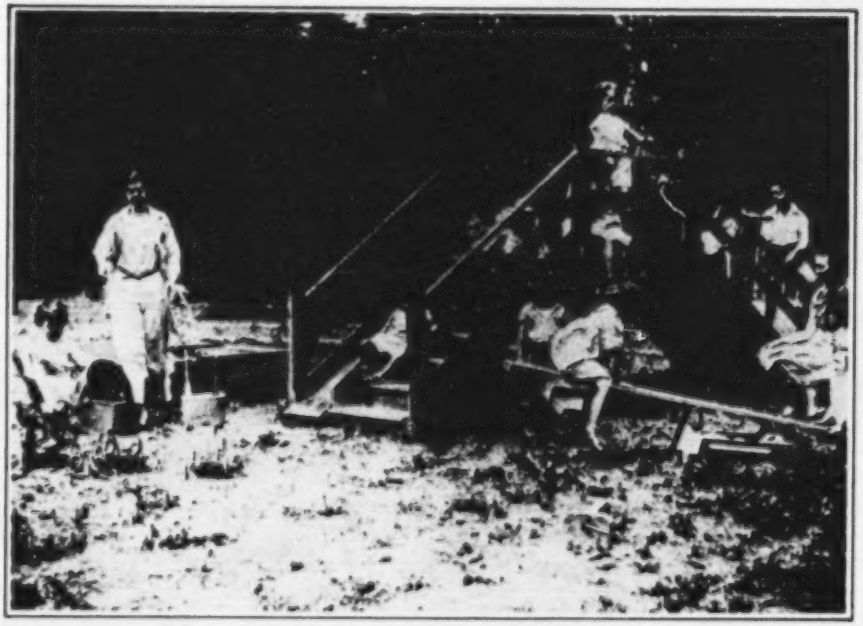
For the person with the appropriate academic training, teaching posts in area schools, both public and private, are often available. The several universities, four-year colleges and community colleges in the District of Columbia and the Virginia and Maryland suburbs provide ample and reputable markets for the college teacher.



HOUSING

The **Off-Campus Housing Office** in Room 1211 of the Student Union Building, phone (301) 454-3645, maintains a list of available off-Campus apartments and houses, furnished and unfurnished, in the College Park area. New faculty members are invited to make use of the listings; they may also register their housing needs with the office if a satisfactory place to live is not immediately available. Adequate time should be allowed to locate satisfactory living facilities before faculty members with children bring their families to the area.

Nursery School, early 1930's



AREA SCHOOLS

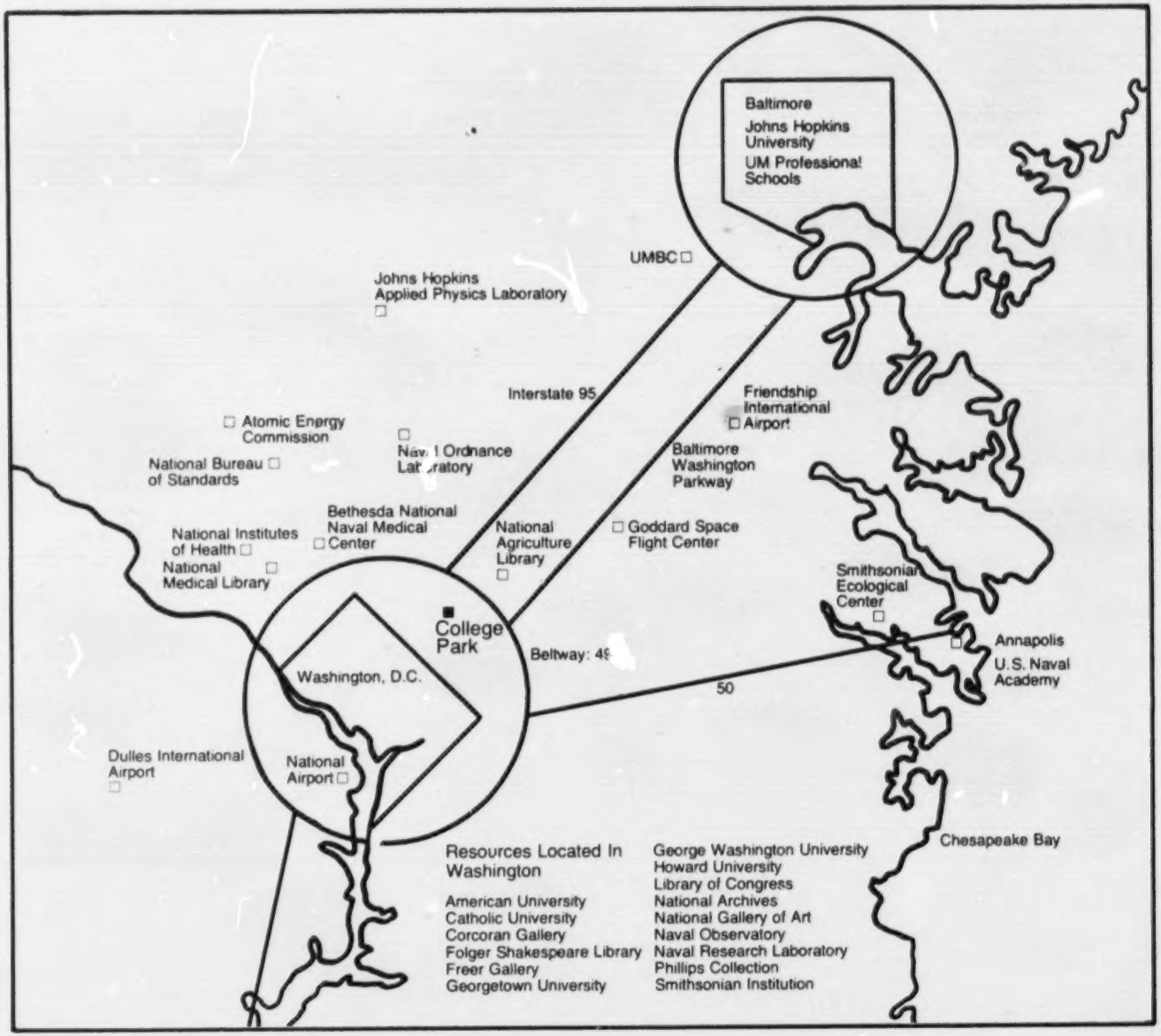
The area surrounding the College Park Campus is served by excellent school systems. Maryland has county school systems, and the two counties which comprise most of the residential area for the University are Prince George's and Montgomery. Families moving into the area should register their children at the appropriate school as soon as possible. A call to the county Board of Education office will serve to obtain the name of the school serving a given home address (Phone 301-627-4800) for Prince George's County or 301-762-5000 for Montgomery County). Schools urge parents to bring report cards and/or other records to registration. Parochial and other private schools exist in most areas. However, they are quite crowded at present and contact should be made as quickly as possible. Registration procedures vary, according to the school.

SHOPPING

Numerous shopping facilities and some unique shopping opportunities are within easy reach of the College Park area. These range from the quaint specialty shops in Old Town-Alexandria (Virginia) and Georgetown (District of Columbia) to the more conventional shopping facilities in the many shopping centers throughout residential suburban sections around Washington.

The Washington suburban area is well populated with satellite shopping centers usually not more than two or three miles from any residential area. The closest to the University of Maryland is Prince George's Plaza, one of the largest shopping malls in the area.

AREA MAP


Baltimore
Johns Hopkins University
UM Professional Schools
UMBC
Johns Hopkins Applied Physics Laboratory
Interstate 95
Friendship International Airport
Atomic Energy Commission
Naval Ordnance Laboratory
National Bureau of Standards
Baltimore Washington Parkway
Bethesda National Naval Medical Center
National Institutes of Health
National Medical Library
National Agriculture Library
Goddard Space Flight Center
Smithsonian Ecological Center
College Park
Annapolis
U.S. Naval Academy
Beltway: 495
50
Washington, D.C.
Dulles International Airport
National Airport
Chesapeake Bay
Resources Located In Washington
American University
Catholic University
Corcoran Gallery
Folger Shakespeare Library
Freer Gallery
Georgetown University
George Washington University
Howard University
Library of Congress
National Archives
National Gallery of Art
Naval Observatory
Naval Research Laboratory
Phillips Collection
Smithsonian Institution

FOR MORE INFORMATION

For more information about the Campus, write: Office of University Relations, Room 2119, Main Administration Building, University of Maryland, College Park, Maryland 20742, Phone: 454-3322.

This handbook is available to members of the College Park Campus community for their visitors and friends.

For more copies, write or call: College Park Publications Office, 2121 Main Administration Bldg., College Park, Maryland 20742, Phone 454-3327/28.

Admission Office:454-5550
Art Exhibits: 454-2717
Athletic Department Ticket Office: 454-2121
Dance Department: 454-4056
Dial-An-Event: 454-4321
Information: 454-3311
Music Department: 454-2501
Registrar: 454-5559
Speakers Bureau: 454-5777
Special Events: 454-4104
Student Government Association: 454-4588
Student Union Ticket Office: 454-2803
Summer Fine Arts Festival: 454-5364
Tawes Fine Arts Ticket Office: 454-2201

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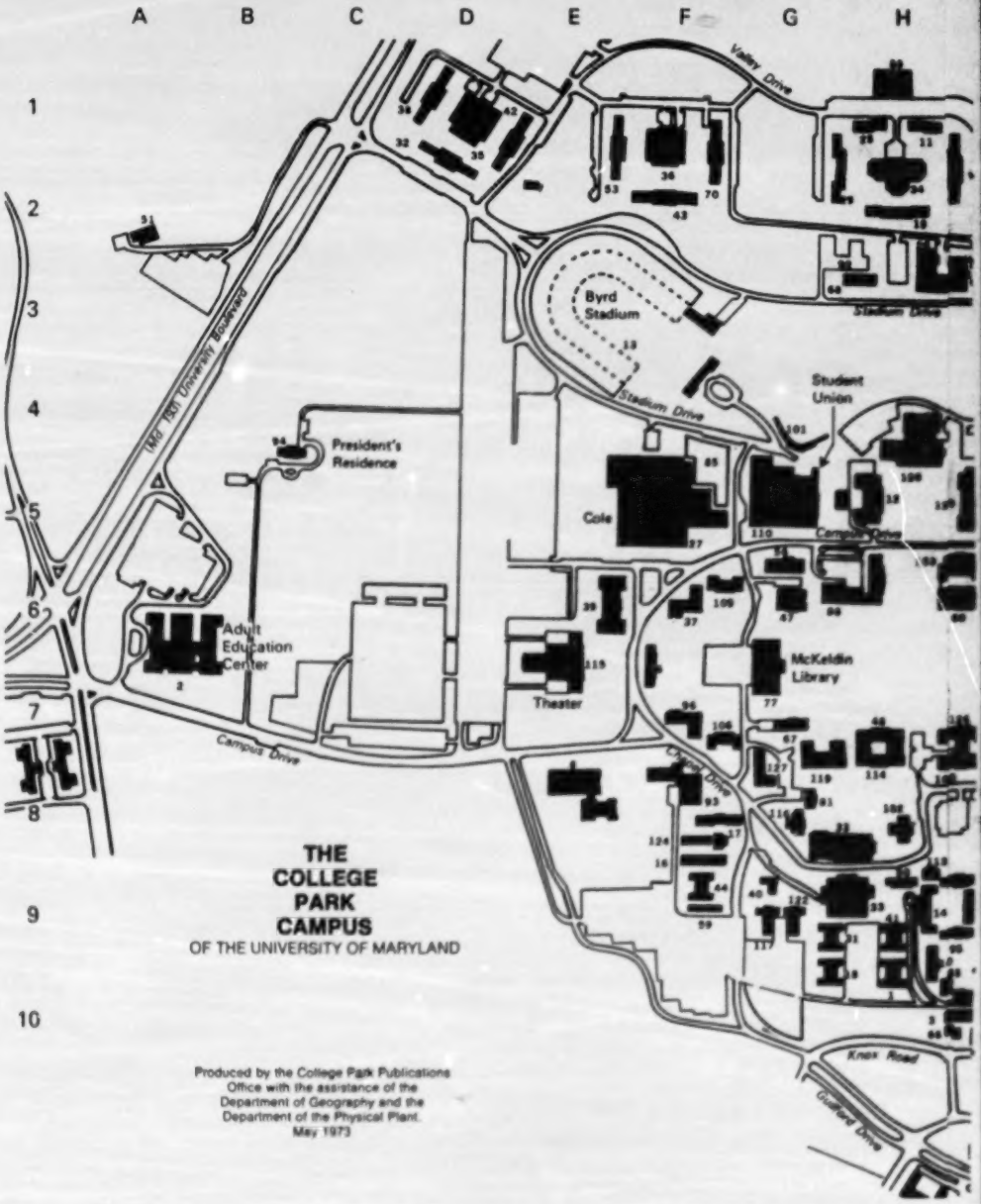
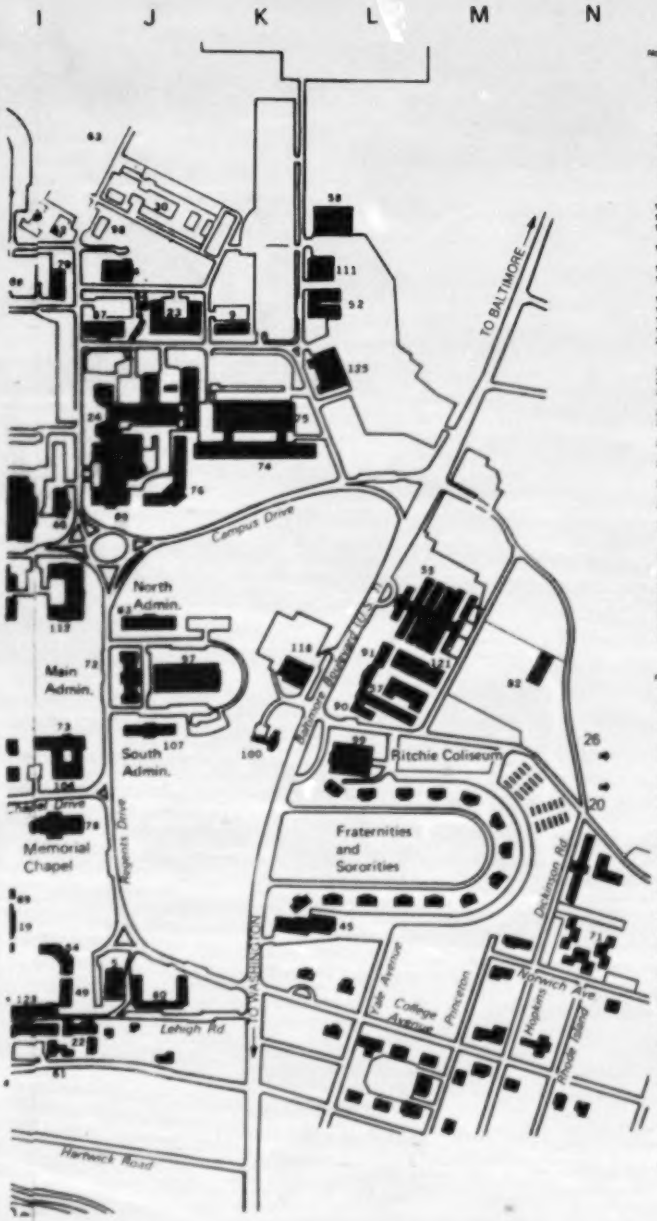
The University of Maryland, in all its branches and divisions, subscribes to a policy of equal educational and employment opportunity for people of every race, creed, ethnic origin and sex.

CAMPUS MAP



THE COLLEGE PARK CAMPUS
OF THE UNIVERSITY OF MARYLAND

Produced by the College Park Publications Office with the assistance of the Department of Geography and the Department of the Physical Plant.
May 1973



DIRECTORY

No.	Building Name	Location
1	(AA) Temporary Classroom	H-10
2	Adult Education Center (BB)	A-6
3	Allegany Hall	I-10
4	Animal Science Center (WW)	J-2
5	Annapolis Hall	J-9
6	Anne Arundel Hall	F-6
7	Apiary (AP)	E-2
8	Architecture (ARC)	E-6
9	Asphalt Institute	K-3
10	Baltimore Hall	H-9
11	Bel Air Hall	H-1
12	Bureau of Mines, U.S.	H-5
13	Byrd Stadium (STA)	F-3
14	Calvert Hall	H-9
15	Cambridge Hall (CAM)	H-2
16	Caroline Hall	F-8
17	Carroll Hall	F-8
18	(CC) Nyumburu	G-9
19	Cecil Hall	I-8
20	Central Receiving—General Supplies Depot	H-8
21	Centreville Hall	H-1
22	Charles Hall	I-10
23	Chemical Engineering (CI)	J-3
24	Chemistry	J-4
25	Chesapeake Hall	H-1
26	Civil Defense Training	H-8
27	Cole Fieldhouse (CC)	F-5
28	Computer Science Center (MM)	H-2
29	Cumberland Hall	G-1
30	Dairy Barn (DD) (Animal Sciences Annex)	J-2
31	(DT) Temporary Classroom	G-9
32	Denton Hall	D-1
33	Dining Hall 1	H-9
34	Dining Hall 2	H-1
35	Dining Hall 4	D-1
36	Dining Hall 5	F-1
37	Dorchester Hall	F-6
38	Easton Hall	D-1
39	Education (OO)	E-8
40	Education Annex	G-9
41	(EE) Temporary Classroom	H-9
42	Elkton Hall	D-1
43	Ellicott Hall (ELL)	F-2
44	(FF) Temporary Classroom	F-9
45	Fire Service (FB)	K-9
46	Fish and Wildlife Service, U.S.	I-5
47	Foreign Languages (LL)	G-6
48	Francis Scott Key Hall (RR)	H-7
49	Frederick Hall	I-9
50	Garrett Hall	H-9
51	Golf Course	A-2
52	Grounds Custodial Dept.	L-3
53	Hagerstown Hall	E-1
54	Harford Hall	I-9
55	Harrison Lab-Greenhouse	L-6
56	Health Center-Infirmary	G-5
57	Heating Plant	L-7
58	Heavy Research Lab	L-2
59	(HH) Temporary Classroom	F-9
60	Helicopter Hall (I)	I-6
61	Home Management Center (HMC)	I-10
62, 63, 64	Horses, Cattle, Sheep	I-1
65	Howard Hall. Information. See Main Admin. and Police Dept.	I-10 J-7
66	International House	H-10
67	Journalism (G)	G-7
68	Jull Hall (N)	H-2
69	Kent Hall	I-8
70	La Plata Hall	F-1
71	Leonardtown Modular Housing	H-9
72	Main Administration (TB)	J-7
73	Maria Mount Hall (W)	I-7
74	Martin Engineering Classrooms (J)	K-4
75	Martin Engineering Labs (D)	K-4
76	Mathematics (H)	J-5
77	McKeldin Library (L)	G-7
78	Memorial Chapel	I-8
79	Molecular Physics	I-3
80	Montgomery Hall	J-10
81	Morrill Hall (M)	G-8
82	Motor Transportation Facilities	N-7
83	North Administration (KK)	J-8
84	Nuclear Reactor	J-3
85	Parking Garage #1	F-6
86	Patterson Hall, H.J. (E)	G-8
87	Patterson Hall, J.M. (P)	J-8
88	Physical Education	H-1
89	Physics (Z)	J-6
90	Police Department	L-7
91	Post Office	L-7
92	Poultry	G-2
93	President Fieldhouse (M)	F-7
94	President's Residence	B-4
95	Prince George's Hall	I-9
96	Queen Anne's Hall	F-7
97	Reckord Armory (AR)	J-7
98	Ring Accelerator	J-2
99	Ritchie Coliseum (COL)	L-7
100	Roosevelt Inn	H-7
101	Shipley Field	G-4
102	Shoemaker Hall (N)	H-8
103	Shriver Hall (I)	I-6
104	Silvester Hall (K)	I-7
105	Skinner (T)	I-7
106	Somerset Hall	F-7
107	South Administration (AV) (Grad School Bldg.)	J-7
108	Space Science Center (SS)	H-3
109	St. Mary's Hall	F-9
110	Student Union (SU)	G-5
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112	Symons Hall (O)	I-8
113	Talbot Hall	H-8
114	Taylorsmo Hall (A)	H-7
115	Towes Fine Arts Center (MP)	E-8
116	Tompson Hall (Tm)	G-8
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118	Turner Lab-Dairy (G)	K-7
119	Tydings Hall (EPA (Q)	G-7
120	Undergraduate Library	I-5
121	University Press Print Shop	L-7
122	(UU) Temporary Classroom	G-9
123	Washington Hall	I-10
124	Wicomico Hall	F-8
125	Wind Tunnel	L-4
126	Woods Hall	I-7
127	Worcester Hall	G-8
128	Zoology Psychology (ZP)	H-4